REQUEST FOR PROPOSALS
Implementing at the Intersection of Suicide, Overdose, and Adverse Childhood Experiences Prevention (ISOAP) Project

National Association of County and City Health Officials (NACCHO)

Date of Release: September 25, 2023

*Applications are due by: October 27, 2023, by 5:00 pm ET
**SUMMARY INFORMATION**

**Project Title:** Implementing at the Intersection of Suicide, Overdose, and Adverse Childhood Experiences Prevention (ISOAP)

**Application Due Date and Time:** October 27th, 2023, by 5:00pm ET

**Selection Announcement Date:** On or around November 9th, 2023

**Source of Funding:** CDC cooperative agreement, Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation’s Health.

**NOA Award No.:** 6 NU38OT000306-05-05

**Maximum Funding Amount:** $100,000 per award

**Estimated Period of Performance:** November 9, 2023 – July 31st, 2024

**Point of Contact for Questions Regarding this Application:** Injury and Violence Prevention team; ivp@naccho.org

**Special condition of this award:** see Appendix A and B

**OVERVIEW**

NACCHO is the voice of the approximately 2,800 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 of challenges facing communities.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity for the Intersecting Suicide, Overdose, and Adverse Childhood Experiences (ACEs) Prevention project. **Two (2) awards of up to $100,000 each will be awarded.** NACCHO will consider geographic distribution, jurisdictional characteristics, and population size to ensure diversity in LHDs selected.

Selections will be made on or around November 9th, 2023, and the project period will run from the date of Notice of Award (NOA) to July 31, 2024. Applications must be submitted no later than October 27th, 2023, by 5:00 PM Eastern Time. **This will be a fixed-price, deliverables-based contract.** All necessary information regarding the project and application process may be found in this Request for Proposal (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing the Injury Violence Prevention team at ivp@naccho.org.

**BACKGROUND**

In recent years, communities have seen increased rates of suicide, overdose, and ACEs. In 2021, NACCHO, in collaboration with the Association of State and Territorial Health Officials and with funding from the CDC, developed the Suicide, Overdose, and Adverse Childhood Experiences (ACEs) Prevention Capacity Assessment Tool, known as SPACECAT. This tool was developed to help local, state, and territorial health departments assess their current capacity to address the intersection of suicide, overdose, and ACEs. SPACECAT assesses LHD capacity across eight (8) domains via a single tool. In the Fall of 2021, NACCHO fielded this tool to a nationally representative sample of approximately 700 local health departments. Analysis of the results, outlined in *Addressing the Intersection of Suicide, Overdose, and Adverse Childhood Experiences: What is the Capacity of Local Health Departments,* found that
participating LHDs reported strengths in their capacity to address the intersection of suicide, overdose, and ACEs; examples included the seeking out and inclusion of the perspectives of those with lived experience, partnerships across sectors, and strategic planning across prevention focus groups. Participating LHDs also reported challenges, such as lack of funding and staffing resources, competing priorities, limited data integration, and lack of capacity to address specific at-risk populations and shared risk and protective factors.

Since the national fielding, LHDs have had several unique opportunities to increase capacity to conduct work at the intersection of suicide, overdose, and ACEs:

- Learning Community: In 2022, those who participated in the national fielding were invited to participate in a learning community;
- Action Planning: In 2022, ten (10) LHDs were awarded funding to receive individualized technical assistance (TA) aimed at translating SPACECAT results into action plans; and
- Community Prevention Framework Pilot Project: In 2023, five (5) LHDs participated in a learning community and individualized TA to develop a strategic plan for and integrate key elements of a community prevention framework into its community’s prevention efforts.

**PURPOSE OF THE CURRENT FUNDING OPPORTUNITY**

The current funding opportunity aims to support the development of comprehensive, integrated approaches to suicide, overdose, and ACEs prevention within LHDs. The project aims to provide TA to help LHDs and their community partners to implement activities that address the intersection of these three issues. The goals of this project are to assist sites in:

1. Leveraging cross-sector partnerships and engaging community collaborators to commit to working at the intersection.
2. Selecting and implementing evidence-based strategies to strengthen the prevention response at the intersection.
3. Developing and adopting a logic model and workplan to guide progress of implementation work.
4. Collaborating with an evaluation consultant to complete formative and process evaluations to track continual progress towards project goals and build out an outcomes-based evaluation plan.
5. Participating in group learning community sessions to garner additional knowledge on SPACECAT domains and implementation.

This opportunity is designed as an implementation award to assist LHDs and their community partners in implementing an action plan.

Funding for this RFP is supported by the CDC cooperative agreement 6 NU38OT000306-05-05 entitled Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation’s Health.
**ELIGIBILITY AND CONTRACT TERMS**

This funding opportunity is open to all local health departments who have an interest in building their capacity to address the intersection of suicide, overdose, and ACEs prevention. The opportunity is designed for local health departments that have identified clear goals and strategic priorities at the intersection of suicide, overdose, and ACEs prevention with their community partners.

Selected applicants will enter into an agreement with NACCHO using the NACCHO standard contract (terms and conditions) attached as Appendix A below. 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, which could affect the agreement’s timely execution, may impact your selection as a successful applicant. 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 may be accommodated. **Contractors that cannot agree to 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.

NACCHO invites interested applicants to participate in an informational webinar. [Register here.](#) Participants are encouraged to come with any questions they may have regarding this opportunity. The webinar will take place on **Tuesday October 10th, 2023 (1:00 - 2:00 PM ET)**. This webinar will be recorded and will be posted on our webpage accompanied by a frequently asked questions (FAQ) document that will cover all questions received to date.

**SCHEDULE OF EVENTS**

Please note the following deadlines and events for this application:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational Webinar</td>
<td>October 10th, 2023, at 1:00pm ET</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>October 27th, 2023, at 5:00pm ET</td>
</tr>
<tr>
<td>Award Notification Date</td>
<td>On or around November 9th, 2023</td>
</tr>
<tr>
<td>Anticipated Contract Start</td>
<td>November 9th, 2023</td>
</tr>
<tr>
<td>Anticipated Contract End Date</td>
<td>November 17th, 2023, at 12:00pm ET</td>
</tr>
<tr>
<td>Kick-Off Call</td>
<td>November 31st, 2023</td>
</tr>
<tr>
<td>Anticipated Contract End Date</td>
<td></td>
</tr>
</tbody>
</table>
**PARTNER INVOLVEMENT**

Applicants will work with an organizing body of internal and/or external partners to participate in project activities as outlined in the scope of work below. NACCHO recognizes that partner relationships are extremely valuable to LHD efforts and that requests for partner time are not made lightly. As such, NACCHO has identified elements of this project where partner involvement is necessary for alignment. Partner participation beyond these requirements is welcome and encouraged.

While the number of partners involved will vary, NACCHO recommends seeking the involvement and commitment from at least one partner who can speak to the community’s current strengths and needs related to each of the following areas:

- Suicide and/or mental health
- Substance use and overdose
- Adverse childhood experiences, trauma, and/or child- and family-related health

**SCOPE OF WORK**

The sites will be expected to complete the following during the project period:

- **Kick-Off Meeting:** Participating jurisdictions and community partners shall participate in a kick-off call with NACCHO.

- **Logic Model/Work Plan:** In collaboration with NACCHO, the participating jurisdictions and their community partners shall prepare a finalized work plan and logic model for accomplishing the selected evidence-based strategies aiming to strengthen their prevention and response.

- **Evaluation Plan:** In collaboration with a hired evaluation consultant, the participating jurisdiction will develop formative, process, and outcomes-based evaluation plans.

- **Individual TA Calls:** Each participating site will engage in at least seven (7) virtual individual TA sessions to allow for more intensive discussion as it pertains specifically to the LHD and its local jurisdiction. The sessions will be led by NACCHO and/or a partnering consultant and will range, on average, between 1-2 hours.

- **Learning Community Calls:** LHDs will participate in four (4), 90-minute virtual learning community sessions led by NACCHO and a team of consultants. Participating jurisdictions will meet with NACCHO to identify SPACECAT domains they prioritize for learning about during the scheduled learning community calls.

- **End-of-Project Survey:** After completion of all TA activities, LHDs will complete a final survey to provide feedback on satisfaction with the TA delivered and to assess changes in capacity resulting from project participation.

- **End-of-Project Report:** LHDs will complete a final project report that summarizes the sites’ implementation and evaluation activities throughout the course of the project. The final report shall also include a completed sustainability assessment, which will be provided to the site by NACCHO.
<table>
<thead>
<tr>
<th>Primary Task/Deliverable</th>
<th>Documentation</th>
<th>Estimated Timeline</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Kick-Off Call</td>
<td>Kick-Off Call attendance sheet</td>
<td>November-January 2023</td>
<td>5% of funding</td>
</tr>
<tr>
<td>2. Finalized Logic Model and Implementation Workplan</td>
<td>Logic model and implementation workplan with feedback from NACCHO incorporated</td>
<td></td>
<td>10% of funding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35% of funding</td>
</tr>
<tr>
<td>3. Individual TA Sessions (December-January)</td>
<td>TA session summary and attendance list (December – January)</td>
<td>January-April 2024</td>
<td>5% of funding</td>
</tr>
<tr>
<td>4. Evaluation Plan</td>
<td>Finalized formative, process, and outcomes-based evaluation plans</td>
<td></td>
<td>10% of funding</td>
</tr>
<tr>
<td>5. Learning Community Sessions 1-2</td>
<td>5a. Learning Community Session 1 evaluation and attendance list 5b. Learning Community Session 2 evaluation and attendance list</td>
<td></td>
<td>5% of funding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>25% of funding</td>
</tr>
<tr>
<td>6. Individual TA Sessions (February – April)</td>
<td>TA session summary and attendance list (February – April)</td>
<td>May-July 2024</td>
<td>5% of funding</td>
</tr>
<tr>
<td>7. Learning Community Sessions 3-4</td>
<td>7a. Learning Community Session 3 evaluation and attendance list 7b. Learning Community Session 4 evaluation and attendance list</td>
<td></td>
<td>5% of funding</td>
</tr>
<tr>
<td>8. Individual TA Sessions (May - July)</td>
<td>TA session summary and attendance list (May – July)</td>
<td></td>
<td>15% of funding</td>
</tr>
<tr>
<td>9. End-of-Project Survey</td>
<td>Completion date of end-of-project survey</td>
<td></td>
<td>5% of funding</td>
</tr>
<tr>
<td>10. End-of-Project Report</td>
<td>Final report summarizing implementation and evaluation activities throughout the course of the project and the final sustainability assessment</td>
<td></td>
<td>10% of funding</td>
</tr>
</tbody>
</table>

**Invoice #1** due by or before February 15, 2024

**Invoice #2** due by or before May 15, 2024

**Invoice #3** due by or before July 31, 2024
**METHOD OF PAYMENT**
NACCHO will pay the selected consultant in installments upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

**NACCHO SUPPORT**
NACCHO staff serve as a resource and will coordinate with the consultant(s) to provide assistance that supports completion of the scope of work.

- Serve as liaison between the awarded LHDs and consultant(s) as needed
- Provide background information, including work product and materials produced as a part of the project
- Provide feedback and edits to deliverables

**PROPOSAL RESPONSE FORMAT**
The proposal narrative must include the following content:

- **Contact Information:** Please provide all necessary contact information as specified by the online application portal.

- **Completed SPACECAT:** All applicants must complete and upload a copy of their LHD’s SPACECAT results. If your LHD has completed the SPACECAT within the past one (1) year, please submit a PDF attachment of those results. If you have not completed the SPACECAT within the past one (1) year, please access and download the tool via the [link](#) available on [NACCHO’s Intersection of Suicide, Overdose, and Adverse Childhood Experiences web page](#).

- **Statement of Need (750-word limit; 30%):** This section will be scored based on the completeness of the information provided, the extent of your understanding of your community, and demonstration of need in your community. Each of the following components must be addressed:
  - Describe the jurisdiction you serve, including the location, demographics of population served in your community, and marginalized or disproportionately affected populations that could be impacted by your program,
  - Include statistics related to:
    - Rates of fatal and non-fatal suicide ideation or attempts (as compared to state or national data).
    - Rates of fatal and non-fatal overdose (as compared to state or national data).
    - Prevalence of ACEs or PCEs (as compared to state or national data). Proxy measures for childhood trauma or resilience are acceptable; please describe the source of your data.¹
    - Other shared risk and protective factors.
  - Challenges or limitations/gaps in data,
  - Describe what you see as the community’s greatest strengths, and
  - Identify populations of focus who you see as having the greatest needs related to suicide, overdose, and ACEs.

---

¹ Proxies are indirect measures of an outcome commonly used when direct measures of the outcome are unobservable and/or unavailable.
Priority will be given to applicants serving American Indian/Alaskan Native (AI/AN) people given significant burden of suicide, overdose, and ACEs within this population.

- **NOTE:** Applicants are encouraged to use resources found in the Data and Surveillance Domain of the SPACECAT Toolkit to assist them in incorporating data into their application narrative.

- **Proposed Approach (750-word limit; 40%):** This section will be scored based on measurable strategic priorities in addressing the intersection of suicide, overdose, and ACEs in addition to clearly identifying the short- and long-term goals in accomplishing these strategic priorities.
  - Identify strategic priorities at the intersection of suicide, overdose, ACEs that your LHD and community partners would like to accomplish. Questions to consider:
    - What are your LHD’s short-term (e.g., up to 1 year) and long-term (e.g., 3-5 years) objectives to advance these strategic priorities?
    - What would you like to implement in terms of evidence-based programs/services or capacity-building initiatives at this intersection?
    - How will your LHD layer approaches to expand existing programs, services, and/or initiatives to target the intersection of suicide, overdose, and ACEs?
      - **NOTE:** A layered approach involves incorporating additional prevention activities onto existing ones. This can allow you to work towards addressing shared risk and protective factors without having to create a new initiative from scratch. For example, you could add substance use and mental health assessment tools to an already existing parenting program or offer a suicide gatekeeper or mental health first aid training to peer recovery support staff.
    - Which populations do you intend to focus on with these programs, services, and/or initiatives? Make sure this information is also included in the Statement of Need.
    - Which shared risk and protective factors of suicide, overdose, ACEs would the proposed activities target?
    - What potential challenges/barriers do you foresee? What ideas do you have for overcoming them?

- **Partners and Staffing Capacity (500-word limit; 10%):** This section will be scored based on whether the proposed staffing plan contains sufficient detail and allocates appropriate personnel to demonstrate capacity to carry out the identified goals and interests. Each of the following components must be addressed:
  - Provide an overview of the core LHD project team, including current full- and part-time LHD staff who will participate in project activities, their titles, role(s) on the project, and relevant experience in the areas of suicide, overdose, ACEs, public health infrastructure/systems improvement, and/or implementation. Examples of staff who may be well-suited for participation in this project include but are not limited to: individuals engaged in prevention work related to suicide, overdose, or ACEs, working in a related program area, or able to facilitate completion of the project work plan.
    - **NOTE:** Project staff are expected to participate in four (4) Learning Community calls and seven (7) Individual Technical Assistance calls. Between the creation of the implementation plan, estimated monthly time commitment for LHD staff is an overall average of 5 hours per month per person, with a higher concentration
of hours in the early months of the project (November-January). Implementation of the work plan will presumably take additional time.

- Provide an overview of the internal and/or external partners that you plan to incorporate into the project.
  - Describe the current relationships with the partners identified.
  - Describe your vision of the roles these partners will take, or the roles they have already agreed to take, in this project.
  - Describe how these partners have shown their interest and support in prevention work at this intersection.
  - Please provide letters of support or commitment from community partners.
- Please confirm that your team and participating partners are available to attend the Kick-Off Call on Friday, November 17th at 12pm-1pm EST.

- **Interest in Pursuing Funding (500-word limit; 15%)**: This section will be scored based on demonstration of thought and consideration of how participation will help advance an appropriate, equitable approach to addressing the needs identified in the Statement of Need. Each of the following components must be addressed:
  - What interests or motivates you apply for this opportunity?
  - How would this project and the identified strategic priorities benefit your LHD and/or community?
- **Jurisdictional Characteristics (5%)**: Please provide a brief overview of the jurisdiction your health department serves by selecting the appropriate option for each jurisdictional characteristic.

<table>
<thead>
<tr>
<th>Jurisdiction served</th>
<th>City or town</th>
<th>County</th>
<th>Multi-county</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of population served</td>
<td>Small: &lt;50,000</td>
<td>Medium: 50,000-500,000</td>
<td>Large: 500,000+</td>
<td></td>
</tr>
<tr>
<td>Geographic region</td>
<td>New England</td>
<td>Mid-Atlantic</td>
<td>East North Central</td>
<td>West North Central</td>
</tr>
<tr>
<td>Degree of urbanization</td>
<td>Urban</td>
<td>Suburban</td>
<td>Rural</td>
<td>Urban/Suburban</td>
</tr>
<tr>
<td>Type of LHD governance</td>
<td>Local (LHD is unit of local government)</td>
<td>State (LHD is unit of state government)</td>
<td>Shared (LHD is governed by both state/local authorities)</td>
<td></td>
</tr>
<tr>
<td>Number of full-time staff employed within LHD</td>
<td>&lt;5</td>
<td>5-9.9</td>
<td>10-24.9</td>
<td>50-99.9</td>
</tr>
<tr>
<td>Do you serve American Indian/Alaskan Native (AI/AN) populations?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Budget Proposal**
  - Refer to the [excel budget](#) and [budget narrative](#) templates. Each applicant may request up to $100,000 to support project activities. Please note that the final budget amount cannot be changed after submission.
  - A complete budget is required for complete application submissions but will not be included in the scoring criteria. Preference will not be given to applicants that submit budgets under the full eligible amount. Revisions to the budget may be requested as a condition of award, and a final budget must be approved to proceed with contract execution. Budgets will be reviewed and approved based on:
1. Reasonableness of costs
2. Cost allowability
3. Sufficient staffing to support program activities
4. Sufficient justification of costs

- Items that may be included in the request for funds include, but are not limited to:
  - Staff salaries and fringe benefits,
  - Subcontracts for participating partners,
  - Supplies,
  - Professional development or training of participating staff and/or partners, and
  - Indirect costs to support the completion of the deliverables within the project period.

- Include a budget narrative (one page or less) to explain each line-item and how the amounts were derived. See detailed guidance below.
  - For all applications, at least 15% of the budget must stay with the applying entity to ensure adequate resources for project management, participation in project activities, TA, and evaluation.
  - Personnel: List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position’s time devoted to the project, and the activities you anticipate these staff persons to conduct.
  - Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc. We require a copy of your federally approved rate for our records. If your rate isn’t federally approved, please provide a signed letter on letterhead that provides a detailed breakdown and allocation for expenses incorporated as the indirect rate in your budget.
  - Supplies: Identify supplies in the detailed budget and the intended use for these supplies (i.e., what activities will the supplies support).
  - Contractual: Identify each proposed contract and specify its purpose, estimated cost, and cost breakdown.
  - Other: Identify any other proposed costs and specify their purpose, estimated cost, and cost breakdown.

- Activities supported directly by project funding will be constrained by allowable costs under CDC guidelines. Funds may not be used for equipment purchases. Please see Appendix B for a list of unallowable costs.

- Respond to the following three questions on the online application portal:
  - Do you have prior experience in Federal Contracting?
  - Have you completed a Single Audit?
  - When researching contractors, vendors, or supplies, was a reasonable inquiry used to ensure that contractors or vendors are compliant with Section 889 of the National Defense Authorization Act?

**Attachments**

- Required: SPACECAT Results
- Required: Complete and submit the Budget and Budget Narrative templates
- Required: Complete and submit the Vendor Information Form
Required: Complete and submit the Certification of Non-Debarment
Required: Submit a W-9
Required: Proof of active registration with SAM.gov in accordance with active DUNS number
Required: Letter(s) of Commitment from partners who will participate in this project.
Required: FFATA data collection form

**SELECTION PROCESS**
Applications for this project will be evaluated by NACCHO and CDC. Incomplete applications will not be reviewed.

**Scoring and considerations**
- Statement of Need (30%)
- Proposed Approach (40%)
- Partners and Staffing Capacity (15%)
- Interest in Pursuing Funding (10%)
- Jurisdictional Characteristics (5%)
  - Please note, reviewers will consider geographic distribution, jurisdictional characteristics, and population size served to ensure diversity in local health departments selected.

Please note that submission of an application is a statement of acceptance of NACCHO’s standard form contract (Appendix A). If any items cannot be accepted, these issues need to be resolved prior to submitting the application.

**SUBMISSION INSTRUCTIONS**
Applicants for the Intersecting Suicide, Overdose, and ACEs Prevention project should:

1. Review the requirements and expectations outlined in this RFP.
2. Read NACCHO’s standard contract (Appendix A) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made. *Do not sign or send back the contract with the application.*
3. Submit the application to NACCHO by October 27, 2023, at 5:00pm ET. Submissions after this deadline will not be considered. Please submit your application using NACCHO’s online portal. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. Please note that to gain access to the submission portal, applicants will need to create a NACCHO.org account, if they do not already have one.
4. The submitted application must include the following items to be deemed complete (please refer to inclusion criteria under Proposal Response Format of this document):
a. Narrative sections addressing the following domains: Statement of Need, Strategic
Priorities, Partners and Staffing Capacity, Interest in Pursuing Funding, and Jurisdictional
Characteristics.

b. Anticipated budget (template provided) and budget narrative.

c. All completed attachments, including a copy of the LHD’s SPACECAT results.

d. The applicant must be registered with the System for Award Management (SAM) and its
SAM number. For applicants without a SAM number, please note that it takes 7-10
business days to receive a number after registration. Please plan accordingly to ensure
an active SAM number at the time of submission.

Applicants will be notified of their selection status by e-mail to the project point-of-contact on or around
November 9, 2023. The selected applicant will be required to confirm participation and agreement with
the contract scope of work after receiving a notification. The designated point-of-contact for selection
must be available to receive and respond to the notification in a timely manner.

Appendix A – Contractor Agreement
Appendix B – List of unallowable costs
This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the National Association of County and City Health Officials (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and [insert name of Contractor] (hereinafter referred to as “Contractor”), with its principal place of business at [insert mailing address of Contractor].

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of ____ GRANT # ___, CFDA # ___, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.

2. TERM OF AGREEMENT: The term of the Agreement shall begin on (insert date) and shall continue in effect until (insert date), unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.

3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed $#####.00 (enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Three invoices must be submitted as follows:

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Amount Deliverable Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice I</td>
<td></td>
</tr>
<tr>
<td>Invoice II</td>
<td></td>
</tr>
<tr>
<td>Invoice III</td>
<td></td>
</tr>
</tbody>
</table>
(insert time increment). (May be “monthly” or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for the giving of notices as set forth in Section 23 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.

2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.

3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

   All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of any NACCHO employee.

   In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party’s responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.

5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.

6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further
obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.

7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.

8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the “Materials”) (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.

9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.

11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.

12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law’s provisions).

14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.

15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.

16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor’s use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards). It is the Contractor’s responsibility to understand and comply with all requirements set forth therein.


18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to 2 CFR 200 Subpart C, Contractor will execute no subcontract with parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."

19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

20. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

21. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
22. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.

23. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City Health Officials
Attn: ______________________
[Name of Program Staff]
1201 (l) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) ________________
Fax (202) 783-1583
Email: ___________@naccho.org

With a copy to:
National Association of County and City Health Officials
Attn: Ade Hutapea, LL.M., CFCM
Lead Contracts Administrator
1201 (l) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

(Name and address of Contractor’s Contract Officer or Designee, including telephone and fax.)

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.
AGREED AND ACCEPTED AS ABOVE:

NACCHO: CONTRACTOR:

By: ___________________________  By: ___________________________
Name: Jerome Chester          Name: ___________________________
Title: Chief Financial Officer  Title: ___________________________
Date: __________________________
Federal Tax ID No.:              DUNS No.: __________________________
APPENDIX B

Unallowable Cost Guidelines
Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. NACCHO reserves the right to request a revised cost proposal, should NACCHO and CDC determine applicant’s proposed cost as unallowable. Restrictions that must be considered while planning the programs and writing the budget:

- Naloxone/Narcan and syringes
- HIV/HCV/other STD/STI testing
- Drug disposal programs and supplies. This includes implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
- The provision of medical/clinical care.
- Wastewater analysis, including testing vendors, sewage testing and wastewater testing
- Direct funding or expanding the provision of substance abuse treatment.
- Recipients may not use funds for research.
- Development of educational materials on safe injection.
- Participant costs, including food and beverage as well as incentives for participation will be approved on a case-by-case basis and will require the submission of further documentation.
- Prohibition on certain telecommunications and video surveillance serves or equipment (Pub. L. 115-232, section 889): Recipients and subrecipients are prohibited from obligating or expending grant funds (to include direct and indirect expenditures as well as cost share and program funds) to:
  - Procure or obtain,
  - Extend or renew a contract to procure or obtain; or
  - Enter into a contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - For the purpose of public safety, security of government facilities, physical surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - Telecommunications or video surveillance services provided by such entities or using such equipment.
  - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country. President’s Emergency Plan for AIDS Relief (PEPFAR) funding is exempt from the prohibition under Pub. L. 115-232, section 889 until September 30, 2022. During the exemption period, PEPFAR recipients are expected to work toward implementation of the requirements
- Generally, recipients may not use funds to purchase furniture or equipment, including motor vehicles. Any such proposed spending must be clearly identified in the budget.
- Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration. There are many
rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.
• Reimbursement of pre-award costs generally is not allowed unless the CDC provides written approval to the recipient.
• Other than for normal and recognized executive-legislative relationships, no funds may be used for
  • publicity or propaganda purposes,
  • for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  • the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
• See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
• The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
• In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities.