



REQUEST FOR PROPOSALS

Assessment of Local Health Department Data Use for Outbreak Response in Healthcare Settings

Applications must be submitted electronically, in Word format, by

5:00 PM Eastern Standard Time on April 14, 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 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 seeks to understand what types of data, systems, and decisions LHDs use to target their outbreak response. To that end, NACCHO is seeking a consultant to design and implement a qualitative assessment of LHD use of infection data (including for COVID and influenza-like illness) and health equity information to respond to outbreaks. Health equity data can include but is not limited to race/ethnicity data, geographic location, access to healthcare, socio-economic status, educational background, facility makeup, and any other individual/community level indicators. This assessment will be designed with help from NACCHO staff who will provide background information on themes and ideas that should be addressed in the assessment.

Applications must be submitted no later than **April 14, 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 e-mailing infectiousdiseases@naccho.org.

Proposal Due Date and Time: April 14, 2023

Selection Announcement Date: April 24, 2023

Point of Contact: infectiousdiseases@naccho.org

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issue awards in the form of fixed priced contracts to a consultant or consulting firm. Applications must be submitted by Friday April 14, 2023, at 5:00 PM ET and selections will occur on or around April 24, 2023. The project period will begin upon contract completion and is estimated to take approximately three 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	March 20, 2023
Application Closes	April 14, 2023
Anticipated Notice of Award	April 24, 2023

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

The consultant will work with NACCHO staff to develop an assessment methodology and questions to assess local health department use of infection and health equity data to address outbreaks in healthcare settings. The consultant will be responsible for implementation, data collection, analysis, and writing a final report with the results from the assessment. **Please note:** this assessment will not include conducting large or national surveys, and instead it should be designed with a focus on qualitative methods, such as key-informant interviews and/or focus groups.

Activities and Deliverables:

- Attend virtual kickoff call and orientation with NACCHO staff;
- Provide project updates via email or virtual conference;
- Develop an assessment methodology and associated questions to understand LHD awareness, access to, and use of data, including infection and health equity data, to prevent and respond to outbreaks in healthcare facilities. The assessment should use qualitative methods but may also include a pre-assessment survey/screener of participants to capture additional information, e.g., demographic data, etc.;
- Work with NACCHO staff to identify a diverse sample of LHDs;
- Implement the assessment with LHDs;
- Develop and implement an analysis plan for qualitative data (how will the data be transcribed, coded, and analyzed);
- Document data collection and analysis, including raw and analyzed data;
- Provide a final report that summarizes the results of the assessment. The report can also include recommendations for how NACCHO can support LHDs to increase their use of infection and health equity data when responding to outbreaks.

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 no later than by 5:00 PM ET on Friday April 14, 2023.

To be considered for this project, proposals must be in Word format with 12-point Times New Roman 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 5-page limit): Describe your organization's mission and experience and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - **Qualifications and Experience** (included in 5-page limit): Describe your qualifications and experience providing similar goods or services.
 - The consultant should have experience with:
 - Managing and implementing qualitative data collection projects
 - HAI/AR and Health Equity topics
 - The context and constraints of health departments

- **Project Deliverables & Timeline** (included in 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).
 - Resume/CV, and proof of hourly rate (such as 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 with any questions about this opportunity.