

**Mobilizing for Action Through Planning and Partnerships
Request for Proposals: Community Status Assessment
Request for Proposals: Community Partners Assessment
Questions and Responses**

The following questions and answers apply to the following MAPP Evolution RFPs:

- [Community Status Assessment](#)
- [Community Partners Assessment](#)

1. Do staff CVs/resume count towards the 10-page limit?

No, CVs and other relevant attachments are not included in the 10-page limit.

2. Is the line budget intended to be a part of the 10-page narrative? If not, would you accept a budget in excel?

The line budget is not part of the 10-page narrative. A budget submitted in Excel or Word is acceptable.

3. Are the work plan and timeline included in the page limit?

No, the work plan and timeline are not included in the page limit.

4. Would a cover page and Table of Contents count towards the page limit?

No, a cover page and Table of Contents do not count towards the page limit.

5. Is a budget narrative expected or required? If so, could you please clarify whether there is a word limit and whether it is included in the page limit? If so, what do you want included?

A budget narrative was not written into the RFP as a requirement. If the prospective vendor chooses to include a budget narrative, it will not be included in the page limit.

6. The RFP asks for a line budget that does not exceed \$50,000. If the budget we submit is less than \$50,000, will the payment schedule and allocations be modified?

If the budget submitted is less than \$50,000, the payment schedule and allocations will be modified and incorporated into the written contract, as agreed upon by the vendor and NACCHO.

7. Is the scope of work (and budget) expected to include professionally designing the guide and tools into a format that could be easily published/ disseminated? Or is the final guideline deliverable in word format with technical content sufficient (without copy edit, design, and layout)?

The scope of work should include copy editing to ensure clear and consistent readability and correction of any grammatical error. The final product should be submitted in a clean layout in an editable Microsoft Word version of the document. The scope of work and budget should NOT include professional design and layout. NACCHO will take responsibility for professional design work later to ensure consistency across all MAPP redesign products.

8. Should the proposed project timeline and budget consider development of publish-ready materials, including graphic design and layout, and design elements like photographs? Or will NACCHO take those steps to turn final products into NACCHO-tailored products?

The proposed timeline and budget should not consider publish-ready materials, including graphic design, layout, and other design elements such as stock photos. However, the consultant may

develop and/or include graphics that are pertinent to communicating the content and critical concepts within the document, as appropriate. NACCHO will take responsibility for professional design work later to ensure consistency across all MAPP redesign products. The consultant should submit a clean, copy-edited version of the final product(s) in an easily editable format such as Microsoft Word.

9. Are there any restrictions around type of organization that are eligible for this opportunity?

NACCHO follows the Code of Federal Regulations (CFR) and other federal guidelines and reserves the right to review upon the receipt of the proposal to determine whether an applicant is eligible to receive funding.

10. Will a negotiated indirect cost rate agreement (NICRA) be applied? Please advise if indirect costs are permitted on this proposal.

It is permitted to use your NICRA. NACCHO will be reviewing budgets as a part of the selection criteria along with other factors identified in the RFP. All payments to the contractor will be made upon submission of project deliverables, in accordance with the identified payment schedule.

11. Should applicants assume that all meetings with NACCHO staff and stakeholders be held remotely?

All meetings with NACCHO staff and stakeholders should be held remotely. No in-person time should be budgeted for or incorporated in the proposed scope of work.

12. Does NACCHO have access to peer-reviewed publication databases (e.g. PubMed, etc) for consultants to use?

NACCHO does not have access to peer-reviewed publication databases for consultant use.

13. Will NACCHO or the contractor be responsible for hosting the webinar, facilitating the technical aspects, and marketing?

NACCHO will be responsible for hosting the webinar on its own platform, managing all technical aspects of the webinar, and marketing and promoting the webinar. The vendor is solely responsible for developing webinar content, incorporating NACCHO/field feedback, and delivering the webinar content, including a question and answer session with participants.

14. Could you please explain the difference between the last two components of the Scope of work: "Lead one national webinar on conducting a Community Partners Assessment as a part of a MAPP process;" and "Present webinar content to the field, including a question and answer session no later than August 31, 2021"?

The last two components of the Community Partners Assessment Scope of Work (listed below) both relate to deliver of one national webinar. The first bullet distinguishes the consultant's responsibility to develop webinar content (slides, talking points) and incorporate NACCHO's feedback. The second bullet refers to the consultant's responsibility to deliver the content during a live, national webinar as the lead presenter. NACCHO will manage logistics, technical support, and marketing and promotions.

- Develop webinar content for conducting a Community Partners Assessment as a part of a MAPP process. Develop content for a 90-minute webinar, including slides and talking points,

presenting content introducing to the field the Community Partners Assessment. One round of NACCHO review must be incorporated into the slides.

- Lead one national webinar on conducting a Community Partners Assessment as a part of a MAPP process. Present webinar content to the field, including a question and answer session **no later than August 31, 2021.**

15. Is it permissible to submit one proposal for both RFPs?

If a consultant wishes to respond to both RFPs, two separate proposals must be submitted.