REQUEST FOR PROPOSALS
Reducing Overdose through Community Approaches (ROCA) Mentorship Program:

Leadership & Coaching Consultant(s)

National Association of County and City Health Officials (NACCHO)

Date of Release: November 29, 2022
*Applications are due by: January 6, 2023
Overview

Introduction

The National Association of County and City Health Officials (NACCHO) is seeking consultants to develop and facilitate one or more workshop sessions of a Leadership & Coaching Series for mentors participating in NACCHO’s Reducing Overdose through Community Approaches (ROCA) Mentorship Program. Participants of the Leadership & Coaching Series will be representatives of local health departments (LHDs) that are serving as mentors to mentee LHDs.

As part of the program, mentors will participate in monthly Leadership & Coaching workshops with their fellow mentors to work on strengthening their mentoring, facilitation, and leadership skills. During these sessions, mentors will learn to facilitate any required exercises and activities to be completed with their mentees, as well as serve as an opportunity to network, share successes, and challenges.

NACCHO is open to selecting multiple applicants to make up the full schedule of workshops within the Leadership & Coaching Series. Applicants submitting proposals will be asked to indicate the number of workshops sessions for which they are applying to develop and facilitate (with no limitations on the number of workshop sessions selected).

Background

NACCHO is a membership association representing the nearly 3,000 LHDs across the United States. NACCHO’s vision is health, equity, and security for all people in their communities through public health policies and services. NACCHO’s mission is to improve the health of communities by strengthening and advocating for LHDs. Since its inception, NACCHO has sought to improve the public's health while adhering to a set of core values: equity, excellence, participation, respect, integrity, leadership, science & innovation. For more information on NACCHO, please visit www.naccho.org.

Reducing Overdose through Community Approaches (ROCA) Mentorship Program Background

NACCHO, with support from the Centers for Disease Control and Prevention (CDC), the National Center for Injury Control and Prevention (NCIPC), intends to fund up to twenty-five LHDs through the ROCA Mentorship Program. This mentorship program is designed to:

- Pair LHDs that have experience in advancing their ACEs, substance use, and overdose prevention programs in key strategy areas with peer LHDs interested in receiving assistance, guidance, tools, and resources to help strengthen their jurisdiction’s capacity.
- Provide bi-directional learning to share strategies and tools that can be integrated into prevention and response efforts.
• Establish a network of LHDs from across the country to be a resource for continuous learning and connection around substance use and overdose prevention both during and following the project period.

Mentor and mentee LHDs will participate in one of two tracks:

1. **Overdose Prevention and Response**: for LHDs with interest/experience in strengthening capacity to equitably implement initiatives, programs, and services that address their local community’s burden of drug overdose.

2. **Intersection of Adverse Childhood Experiences and Substance Use**: for LHDs with interest/experience in strengthening capacity to equitably implement initiatives, programs, and services that prevent substance use disorders and overdose, including evidence-based strategies for upstream prevention and mitigation of ACEs. LHDs interested in this track will use a multigenerational approach, working to decrease substance use, SUD, and overdose while simultaneously preventing ACEs in children and youth.

The ROCA Mentorship Program will bring together a diverse group of LHDs through virtual and in-person meetings to allow mentors to share their experience and practical knowledge and foster peer connections. Mentors will provide customized technical assistance (TA) and support to help strengthen their mentee’s capacity to design and implement evidence-based overdose prevention and response strategies. Through the intentionally designed programming, and with support from NACCHO, CDC, and their partners, mentor teams will have the opportunity to grow and strengthen their own leadership, facilitation, and coaching skills.

NACCHO opened the ROCA Mentorship Program application on October 26, 2022. The estimated period of performance for this project is February 1, 2023- January 31, 2024. Please see the [ROCA Mentorship Program RFP](#) for more details on the program.

**Project Overview**
During the project period, mentor LHDs will participate in at least nine, virtual Leadership & Coaching Series calls. The Leadership & Coaching Series calls will be held on a recurring, monthly basis for up to 90 minutes.

NACCHO has initiated this RFP process to identify qualified consultants to help develop and facilitate up to five (5) of the sessions between May 2023 and January 2024. The content for the proposed Leadership & Coaching Series sessions may be selected from but is not limited to the following list of topics:

- Virtual facilitation skills
- Sustainability planning
- Introduction to appreciative inquiry
- Action planning and focused implementation
- Change management, including the development of knowledge and skills to manage change personally, internal to the agency, or external in the community
- Supporting and advancing health equity
- Communication to motivate and inspire change, including how to gain buy-in, frame messages, storytelling, etc.
- Coaching and staff development
- Trauma-informed leadership
- Leading with emotional intelligence
- Leadership skills, styles, & theories
- Burnout mitigation and building resiliency
- Other topic as proposed by the applicant

The selected consultant(s) will work closely with NACCHO to plan the session(s) to align with the structure of other calls in the series.

**Scope of Work**

At a minimum, the consultant will:

1. **Develop one or more Leadership & Coaching Series workshop sessions.**
   a. Select from the topics in the list above or propose a unique workshop topic and develop a workshop session for ROCA Mentorship Program Mentors, including didactic and interactive elements.
   b. Develop at least one (1) supplemental material to reinforce the workshop learning and promote application of lessons learned

2. **Facilitate one or more Leadership & Coaching Series workshop sessions.**
   a. Final structure of the workshop session will be agreed upon with input from NACCHO, but may include skills-based activities, information-based presentations, facilitated discussions, and different touchpoints for peer-to-peer connection throughout each session (e.g. icebreakers, polls, digital whiteboards, time for networking, and breakout sessions.) It will be important that each session is designed to give participants concrete strategies or resources they can take back to their mentorship meetings with Mentee LHDs.

**Deliverables**

Selected consultant(s) will enter into a contractual agreement with NACCHO to complete the deliverables specified below. NACCHO will disburse funds according to completion of the assigned deliverables. NACCHO will provide a payment schedule in accordance with the assigned completion percentage. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

The following outlines the deliverables to be produced by the consultant, however, a finalized scope of work will be agreed upon post consultant selection.
<table>
<thead>
<tr>
<th>Primary Task/Deliverable</th>
<th>Documentation</th>
<th>Payment Schedule</th>
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| 1. Design workshop session and develop content  | - Outline of workshop session content, including description of proposed supplemental material(s)  
- Draft facilitation guide                       | 50% of funding                                                                 |
| 2. Facilitate workshop                           | - Final slides for workshop session  
- Final facilitation guide for workshop session  
- Final supplemental materials (at least one)     | 50% of funding                                                                 |

Eligibility and Contract Terms

The period of performance shall depend on the finalized workshop schedule and will begin upon execution of the contract, approximately February 2023, and run through July 2023. Contingent on CDC approving a no-cost extension, the project may continue if needed (with a contract modification) until January 2024. All deliverables must be completed by the end of the project period.

Applying consultants should propose a budget for each workshop session development and facilitation. This will be a fixed-price, deliverables-based consultant contract. Applicants may submit one proposal for either a single workshop session or for multiple workshop sessions. If applying for multiple sessions, the proposed approach of each will be evaluated separately and an award may be made for one or more of the sessions.

Selected applicants will enter into an agreement with NACCHO using the standard contract terms and conditions. Agreement with NACCHO standard contract terms and conditions is a requirement. 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.

Proposal

Proposal Response Format

In order to be considered for this project, proposals must be in PDF format, including the following:

A. Project narrative that includes:
   a. Proposed Approach (not to exceed 2 pages per workshop session): A detailed approach for developing and facilitating one or more workshop session(s) based on the list of topics on page 3. If applying for more than one workshop session,
please designate your workshop proposals as “Workshop Session Proposal #1”, “Workshop Session Proposal #2”, etc. Please keep in mind that if you propose multiple workshop sessions, you may be selected for one or more sessions. However, preference is not provided to applicants who propose more than one workshop session.

b. **Capacity** (not to exceed 1 page): A capability statement that demonstrates the consultant/organization’s experience and ability to deliver subject matter expertise in the identified content areas.

c. **Staffing Plan** (not to exceed 1 page): The name of the primary staff and other significant contributors, including qualifications and role. *(Resume/CV not included in page limit)*

**B. Line-item budget and narrative**

a. Budget proposal and accompanying budget narrative that explains each line-item, including the cost breakdown and justification as to how it will support project goals and objectives. A budget and narrative template can be found in section E Attachments.
   i. Respond to the following two questions at the end of the budget narrative:
      1. Do you have prior experience in Federal Contracting?
      2. Have you completed a Single Audit?

b. Funding restrictions specified in the NOA are attached below as Appendix A. In addition, telecommunication expenses; food and beverages; or incentives may require prior approval.

**C. Project deliverables and timeline:**

a. A realistic work plan and timeline for completion of expected deliverables.

**D. References and/or links to examples of work.**

**E. Attachments** (not included in page count)

- Required: Complete and submit the [Budget](#) and [Budget Narrative](#) templates
- Required: Resume/CVs for staff included in proposed staffing plan
- Required: Active proof of System for Award Management (SAM) Registration including registration number
- Required: Complete and submit the [Vendor Information Form](#)
- Required: Complete and submit the [Certification of Non-Debarment](#)
- Required: Submit a [W-9](#)
- Required: Complete and submit the [FFATA data collection form](#) *(This form will be required for all contracts over $25,000, but if you are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.)*
- Optional: Letters of support, partnership agreements

**NACCHO Contract and Responsibilities**
NACCHO staff will oversee the contract and serve as the contact for the consultant. Other responsibilities include:

- Providing background information, as appropriate.
- Reviewing all materials in draft form and recommending revisions.

**Selection Process**

Each proposal will be reviewed and rated on the following elements:

- **Understanding of Project Purpose and Goals**: Applicant has a clear understanding of the project goals and deliverables.

- **Relevant Personnel Experience**: Applicant has clearly documented evidence of his/her (and that of the proposed project staff) subject matter expertise and experience in the proposed content areas.

- **Proposed Approach**: The proposal includes a clear, feasible, and appropriate plan to effectively meet the goals and deliverables of the project. The proposal includes a reasonable timeline with all deliverables completed within the project period.

- **Budget**: The proposal includes a detailed, line-item budget justifying the proposed expenses, and 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**

The deadline for submission is Friday January 6th, 2023, at 11:59 PM Eastern Standard Time.

Proposals should be submitted electronically, in PDF format, via e-mail to:

Caroline Snyder  
Director, Injury & Violence Prevention  
CSnyder@naccho.org
Appendix A - List of Unallowable Costs

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:

1. Equipment exceeding $5,000 per individual item.
2. Naloxone/Narcan
3. Syringes and pipes.
4. HIV/HCV/other STD/STI testing.
5. Drug disposal programs and supplies. This includes implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
   a. Syringe collection programs and equipment, however, are allowable.
6. The provision of direct medical/clinical care. Please reach out to NACCHO for clarification on what meets this threshold.
7. Wastewater analysis, including testing vendors, sewage testing and wastewater testing.
8. Direct funding for the provision of substance use treatment.
9. Recipients may not use funds for research.
10. Development of educational materials on safe injection.
11. The primary prevention of Adverse Childhood Experiences (ACEs) as a stand-alone activity.
12. The purchase of motor vehicles.
13. Incentives such as food and beverage or gift cards will be reviewed on a case basis and will require the submission of further documentation.
14. Prohibition on certain telecommunications and video surveillance services 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:
   a. Procure or obtain,
   b. Extend or renew a contract to procure or obtain; or
   c. Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
      i. For the purpose of public safety, security of government facilities, physical security 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).
      ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
iii. 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.