



REQUEST FOR PROPOSALS (RFP)

Evaluating Essential Skills and Workforce Training Needs for Local Health Department Staff Engaged in Infection Prevention and Control Activities

Applications must be submitted electronically, in Word format, by

5:00 p.m. Eastern Standard Time on Monday May 23, 2022

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.

With support from CDC, NACCHO will award up to \$100,000 for a consultant, or consulting firm, to assist NACCHO with the development, implementation, and analysis of an assessment to identify the essential (i.e. “soft”) skills training needs of LHD staff engaged in infection prevention and control (IPC) activities. The selected consultant will work collaboratively with NACCHO, developing assessment tools, collecting data, and synthesizing and analyzing data into a final report.

Proposal Due Date and Time: Monday May 23, 2022, by 5:00 PM ET

Selection Announcement Date: May 30, 2022

Maximum Funding Amount: \$100,000

Estimated Period of Performance: The project period will begin upon contract execution (goal of June 15, 2022) and will end July 31, 2022. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) to end no later than September 30, 2022.

Point of Contact: infectiousdiseases@naccho.org

BACKGROUND

IPC describes an approach that aims to prevent the spread of infections in healthcare settings, including healthcare-associated infections (HAIs), antimicrobial resistance (AR), and emerging infectious diseases. IPC activities include hand hygiene, use of personal protective equipment, safe injection practices, and proper environmental cleaning.

NACCHO recognizes the growing role of LHDs in infection prevention and response and the opportunities to support infection control expertise, infrastructure, and practice. LHDs

frequently conduct provider and patient education, interpret guidance for facilities, make recommendations for infection control after an outbreak occurs and, increasingly, prevent outbreaks by proactively identifying opportunities to work with facilities to close gaps in IPC practices.

Essential skills (i.e. “soft skills”) such as building trust, communication, active listening, decision-making, managing power dynamics, and delivering sensitive feedback are vital for any workforce, especially those whose success relies on coordination and collaboration with partners. Essential skills are often overlooked and assumed to be innate characteristics, rather than knowledge, skills, and abilities that may be trained, developed, and practiced. However, these skills are key for LHD staff who collaborate with healthcare facilities to support infection prevention and control.

The purpose of this project is to identify and summarize the essential skills training needs of LHD staff key to their ability to support IPC activities. The consultant will collaborate with NACCHO to conduct an assessment of the training needs related to essential skills for LHD staff who provide IPC support to healthcare and other long-term care facility partners. The assessment of staff training needs should focus on the LHD role of delivering training and education to healthcare staff, providing and implementing IPC recommendations, applying principles of health equity and cultural competence and building relationships with healthcare staff. NACCHO will use the results from this assessment to develop two training workshops and support materials to bolster the essential skills of LHD staff.

FUNDING OVERVIEW AND TIMELINE

NACCHO will issue awards in the form of fixed priced contracts up to \$100,000 to a consultant or consulting firm. Applications must be submitted by May 23, 2022 at 5:00 PM ET and selections will occur on or around May 30, 2022. The project period will begin June 15, 2022 and will end July 31, 2022. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) to end no later than September 30, 2022. All necessary information regarding the project and application process is outlined in this RFP.

All applicants should read NACCHO’s standard contract (Appendix A) and provide a copy to the individual with signing authority for the agency or entity that would be contracting with NACCHO, including any relevant financial or legal offices for advanced consideration. **The selected consultant 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.**

KEY DATES

Event	Date
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Release of RFP	April 22, 2022
Application Closes	May 23, 2022
Anticipated Notice of Award	May 30, 2022

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

During the term of this agreement, the consultant will develop an assessment tool(s), collect data, and synthesize and analyze data to identify and summarize the essential skills learning needs of LHD staff engaged in IPC activities.

In coordination with NACCHO, the consultant will develop, conduct, and analyze one assessment of the essential skills (i.e. “soft skills”) training needs of local health department staff to effectively engage in providing infection prevention and control support. Assessment samples will be drawn from NACCHO’s membership, with support from NACCHO’s Research and Evaluation Team.

Deliverables:

- a. A description of the approach including the intended assessment tool(s) (e.g. interview guides and survey instrument) and a timeline of activities
- b. Final assessment tools
- c. Documentation of data collection and analysis, including raw, analyzed, and synthesized data
- d. Final report summarizing the essential skills training needs for LHD staff engaging in infection prevention and control activities.
- e. Documentation of coordination with NACCHO staff to align activities and outcomes with the intended goal.

The consultant will report to the Senior Program Analyst and Director overseeing this project and will coordinate with NACCHO Research and Evaluation staff. The project period will begin upon contract execution (goal of June 15, 2022) and will end July 31, 2022. Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) to end no later than September 30, 2022.

NACCHO will pay up to \$100,000 to fulfill the activities listed above on behalf of the project. The consultant will work with NACCHO during the contracting process to develop an invoice schedule. Invoices will indicate the deliverables accomplished and total hours spent performing activities within this scope of work.

APPLICATION INSTRUCTIONS

Proposals are to be submitted by email only to Erin Laird (infectiousdiseases@naccho.org) no later than by 5 pm ET, Monday May 23, 2022.

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, and website (if relevant)
 - 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 (10 pages max)**
 - **Organizational Background**(Included in 10 page limit): Describe your organization mission and structure, and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - **Qualifications and Experience** (Included in 10 page limit): Describe your qualifications and experience providing similar goods or services related to assessing workforce training needs required in this RFP. Provide resume or CV of sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFP. (Included in 10 page limit)
 - The consultant should have:
 - Strong expertise and demonstrated experience in the field of essential skills (i.e. soft skills) and workforce development; and,
 - Expertise and experience with conducting research and evaluation activities including quantitative survey analysis and item-validity theories.
 - **Methodology** (Included in 10 page limit): Describe, in detail, your proposed methodology for meeting all project requirements, including a proposed assessment approach to identify and summarize the essential skills training needs of LHD staff supporting IPC activities.
 - **Project Deliverables & Timeline** (Included in 10 page limit): Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion.
- **Budget and Budget Narrative Proposal:** Provide a line-item budget, not to exceed \$100,000, that clearly outlines the dollar amount, percentage of total budget, and a narrative cost justification for each line item. Please restrict costs to labor. Supplies, travel, and other project needs will be provided by NACCHO, as needed. If you have a question about inclusion of other budget line items, please reach out to Erin Laird (elaird@naccho.org)
 - Funding restrictions specified in the NOA are attached below as Appendix A. In addition, telecommunication expenses; food and beverages; or incentives are also unallowed.

- The following materials should also be submitted (these are not included in the page limit)
 - Submission of supporting documentation
 - [Vendor Information Form](#)
 - [W-9](#)
 - [Certification of Non-Debarment](#)
 - Required for applications of \$25,000: [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 of staff involved in the project

For Further Information

Please contact Erin Laird, Senior Program Analyst, at elaird@naccho.org with any questions about this opportunity.

Attachment A

CONTRACTOR AGREEMENT

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:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			
Invoice III			

(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 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 action or 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.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
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 (I) Eye Street NW 4th Fl., Washington, DC 20005

Tel. (202) _____

Fax (202) 783-1583

With a copy to:

National Association of County and City Health Officials

Attn: Ade Hutapea, LL.M., CFCM Lead Contracts Administrator 1201 (I) 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: _____

Date: _____

Federal Tax ID No.:

DUNS No.: _____

Appendix B

Funding Restrictions

Restrictions, which must be taken into account while writing the budget, are as follows: In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGO's that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the sources of fund, 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. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).

- Recipient may not use funds for research
- Recipients may not use funds for clinical care
- Recipients may only expend funds for reasonable program purpose including personnel, travel, supplies, and services, such as contractual.
- Recipients may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provide who is ineligible.

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](#).

Regarding Purchase of General (i.e. non-specialized) and Specialized Equipment

Requests to use awarded funding to purchase general equipment (excluding vehicles) on behalf of Jurisdiction Health departments or other beneficiary organizations outlined and approved in the associated Work Plan may be considered. Such spending must be identified and itemized, in the budget narrative, explained and justified in the narrative and is subject to review and approval by the Grants Management Official. Costs for purchase of general equipment (excluding vehicles) without approval by the Grants Management Official may be disallowed. Costs for purchase of general vehicles are not allowed.

Requests to use awarded funding to purchase specialized equipment (including specialized vehicles) on behalf of Jurisdictional Health Departments or other beneficiary organizations outlined and approved in the associated narrative may be considered. Such spending must be identified and itemized in the budget narrative, explained and justified in the Work Plan and is subject to review and approval by the Grants Management Official. Costs for purchase of specialized equipment (including specialized vehicles) without approval by the Grants Management Officials may be disallowed. The recipient can obtain ¹³ guidance for completing a detailed justified budget on the

CDC website at the following Internet address:

<http://www.cdc.gov/grants/interestedinapplying/applicationprocess.html>

Telecommunication Ban

Please note that the federal government has implemented a prohibition against using federal funds to purchase telecommunications and video surveillance equipment and services from certain Chinese companies. This regulation is being incorporated into federal grants and contracts received NACCHO through 2 CFR 200.216 and/or Federal Acquisition Regulations (FAR) clause 52.204-25.

The federal regulation specifically prohibits the purchase of telecommunications equipment and services from: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities defined below); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). The definition of “Affiliate” can be found in FAR 2.101. The list of subsidiaries and affiliates of Huawei and ZTE can be found in Supplement Number 4 to 15 CFR Part 744.