

# NACCHO

National Association of County & City Health Officials

## **Request for Proposals (RFP) to Support OT-2103 Local Health Department Grant Recipients: Health Equity Performance Measures and Capacity Building of Community-Based Positions in Health Departments**

**Applications due by May 5<sup>th</sup>, 2023, by 11:59 EST**

### SUMMARY INFORMATION

**Project Title: Health Equity Performance Measures and Capacity Building of Community-Based Positions in Health Departments**

**Proposal Due Date and Time: 5/5/2023, by 11:59 pm ET**

**Selection Announcement Date: On or about 5/12/2023**

**Source of Funding: CDC**

**NOA Award No.: 6 NU38OT000306-04-02**

**Maximum Funding Amount: up to \$500,000 per award**

**Estimated Number of Awards: 1**

**Estimated Period of Performance: 5/29/2023 – 7/31/2023**

**Point of Contact for Questions Regarding this Application: Peter Holtgrave**

**([pholtgrave@naccho.org](mailto:pholtgrave@naccho.org))**



### OVERVIEW

The National Association of County and City Health Officials (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.

NACCHO is pleased to offer a funding opportunity for a consultant to develop resources designed to build the health equity capacity of local health departments and their community partners, as a part of the CDC's National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities Department of Health and Human Services ([CDC-RFA-OT21-2103](#)). The purpose of this initiative is to address COVID-19

related health disparities and advance health equity by expanding state, local, US territorial, and freely associated state health department capacity and services.

The intended outcomes of the 2103 grant are to: reduce COVID-19-related health disparities, improve and increase testing and contact tracing among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities, and improve state, local, US territorial and freely associated state health department capacity and services to prevent and control COVID-19 infection (or transmission) among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities.

 <p><b>1. Expand existing and/or develop new mitigation and prevention resources and services</b></p> <ul style="list-style-type: none"><li>• <b>Expand testing and contract tracing</b></li><li>• Vaccine coordination, quarantine and isolation options, and preventive care and disease management</li><li>• Tailor and adapt evidence-based policies, systems, and environmental strategies</li><li>• Identify and establish collaborations with critical partners to connect community members to programs/resources and lessen adverse effects of mitigation strategies</li></ul>	 <p><b>3. Build, leverage, and expand infrastructure support</b></p> <ul style="list-style-type: none"><li>• <b>Expand the infrastructure to improve testing and contact tracing</b></li><li>• Establish, enhance, or implement leadership-level health equity offices, workgroups, task forces, or positions</li><li>• Convene and facilitate multi-sector coalitions or advisory groups</li><li>• Update jurisdictions' COVID-19 plans and health equity plans</li><li>• Build and expand an inclusive public health workforce</li></ul>
 <p><b>2. Increase/improve data collection and reporting</b></p> <ul style="list-style-type: none"><li>• <b>Improve data collection and reporting for testing and contact tracing</b></li><li>• Build on plans for collecting and reporting timely, complete, representative, and relevant data</li><li>• Develop strategies to educate providers, community partners, and programs on the importance of data and how to collect it</li><li>• Develop and implement plans to disseminate health equity-related data and related materials tailored to be culturally and linguistically responsive</li><li>• Develop key principles and resources for collecting, analyzing, reporting, and disseminating health equity-related data</li><li>• Ensure adequate resources for data infrastructure and workforce</li></ul>	 <p><b>4. Mobilize partners and collaborators</b></p> <ul style="list-style-type: none"><li>• <b>Build community capacity to reach populations that are disproportionately affected with effective culturally and linguistically tailored programs and practices</b></li><li>• Build and implement cross-sectoral partnerships to align public health, healthcare, and non-health (e.g., housing, transportation, social service) interventions</li><li>• Develop mechanisms such as community advisory groups</li><li>• Develop and disseminate culturally and linguistically responsive COVID-19 prevention communications</li><li>• Build community capacity that includes traditional organizations (e.g., public health, healthcare) and non-traditional partners</li><li>• Identify and establish collaborations with critical partners affiliated with and who provide services to populations that are underserved and at higher risk for COVID-19</li></ul>

The national CDC-funded partners for this initiative are NACCHO (supporting LHD grant recipients), the Association of State and Territorial Health Officials (ASTHO; supporting State and US Territorial grant recipients), and NNPHI (National Network of Public Health Institutes; supporting the identification and sharing of evidence-informed practices). The focus of this RFP is to 1) increase LHD capacity to define, measure, and track progress towards health equity as a part of their performance evaluation, and 2) assist LHDs in creating sustainable recruitment and retention strategies to hire community health workers (CHWs) with diverse backgrounds and experiences, particularly from marginalized groups, including BIPOC and those with disabilities. Applicants should also possess experience working with at least one of the following population groups: Black/ African Americans, Indigenous people or tribes, Hispanic or Latino/a, Persons with Disabilities, Persons who are Houseless, LGBTQ+, or refugees, immigrant, and migrant populations (RIM).

One (1) award of up to \$500,000 is available. Selections will be made on or around 5/8/2023, and the project period will run from the date of contract execution to 7/31/2023. Applications must be submitted no later than 5/5/2023, 11:59 pm ET. All necessary information regarding the project and proposal process may be found in this Request for Proposal (RFP). Consultants may pose individual questions to NACCHO at any point during the application process by e-mailing Peter Holtgrave ([pholtgrave@naccho.org](mailto:pholtgrave@naccho.org)).

## ELIGIBILITY AND CONTRACT TERMS

Consultants with demonstrated experience providing technical assistance (TTA), including product/resource development, to build the health equity and workforce capacity of a diverse cohort of local health departments are encouraged to apply. Community organizations, or communities are also eligible to apply. Preference (via proposal scoring, see PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA below) will be given to those with experience building capacity of local health departments. All TTA provided must include culturally responsive practices and be centered in racial and health equity, delivered to a large-scale of forty-nine (49) local health department grant recipients (see list [here](#)), with deliverables that are more broadly relevant to NACCHO’s membership and their cross-sectoral partners.

The selected applicant will enter into an agreement with NACCHO using the NACCHO contract (terms and conditions) attached as Appendix B 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 or delays providing required contract documents, including providing proof of an active SAMS.gov registration, may impact your selection as a successful applicant. SAMS.gov registration must be active at the time the contract is signed. Agreeing to NACCHO’s Resolution of Disputes and Governing Law is expected and aside of those two clauses, **limited modifications to the terms or contract language can be accommodated. Contractors that cannot agree to majority of NACCHO’s contract language should not apply for this initiative.**

Applicants should note that the intent of this RFP is to develop resources for use by NACCHO, CDC OT21-2103 grant recipients and their partners, and NACCHO’s broader membership for use both during and beyond this period of performance. Please see the OWNERSHIP OF MATERIALS section of NACCHO’s standard Contract Agreement in Appendix B.

If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

## SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
Submission Deadline	May 5, 2023, 11:59 pm ET
Application Reviews	Week of May 8 <sup>th</sup> , 2023
Award Notification Date	On or around May 12, 2023
Anticipated Contract Start Date	May 29, 2023
Anticipated Contract End Date	July 31, 2023

## PROJECT ACTIVITIES, DELIVERABLES AND EXPECTATIONS

The purpose of this RFP is to provide capacity-building support to CDC OT21-2103 LHD grant recipients and their partners through the development and promotion of tools/resources that aid LHDs to 1) define, measure, and track progress towards health equity as a part of their performance evaluation, and 2) create sustainable recruitment and retention strategies to hire community health workers (CHWs) with diverse backgrounds and experiences, particularly from marginalized groups, including BIPOC and those with disabilities. Applicants should have expertise and experience in equipping LHDs, and local public health agencies and organizations, with the knowledge and skills needed to advance health equity and improve the public health workforce, including through the development of field-relevant tools and resources. Applicants should also possess experience working with at least one of the following population groups: Black/ African Americans, Indigenous people or tribes, Hispanic or Latino/a, Persons with Disabilities, Persons who are Houseless, LGBTQ+, or refugees, immigrant, and migrant populations (RIM).

Selected consultant will enter in a fixed-price, goods and services, contractual agreement with NACCHO to complete the deliverables specified below. NACCHO will disburse funds according to completion of the below listed deliverables and timeline. 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.

### Deliverables and Timeline

The required deliverables are as follows:

- One (1) LHD Health Equity Performance Measures Toolkit (10-20 pages)
- Two (2) webinars on LHD Health Equity Performance Measures Toolkit use
- Up to two (2) publication submissions to share project results and promote the LHD Health Equity Performance Measures Toolkit (10-20 pages)
- One (1) LHD Community Health Worker Recruitment and Retention Toolkit
- One (2) Webinar on LHD Community Health Worker Recruitment and Retention Toolkit use
- Up to two (2) publication submissions to share project results and promote the LHD Community Health Worker Recruitment and Retention Toolkit

See Table 1 for a breakdown of key activities and deliverables by date.

Continued on next page.

**Table 1: Deliverables and Invoice Schedule**

Invoice Date	Project Activities#	Deliverables	Amount of Total Award*
<p align="center"><b>Invoice #1</b></p> <p align="center">May 28, 2023 To June 30, 2023</p>	<ol style="list-style-type: none"> <li>1. Co-lead project kick-off meeting (B)</li> <li>2. Attend regular check-ins (B)</li> <li>3. Conduct environmental scan of health equity performance measures (HEPM)</li> <li>4. Conduct environmental scans of exemplary hiring practices (CHW)</li> <li>5. Have conversations with stakeholders, including LHD staff, to inform health equity toolkit (HEPM)</li> <li>6. Develop initial draft CHW toolkit (CHW)</li> </ol>	<ul style="list-style-type: none"> <li>• Meeting agendas and minutes</li> <li>• Environmental scan summary reports (2 total)</li> <li>• Summary report of conversations</li> <li>• Draft CHW toolkit</li> </ul>	<p align="center">TBD</p>
<p align="center"><b>Invoice #2</b></p> <p align="center">July 1, 2023 To July 31, 2023</p>	<ol style="list-style-type: none"> <li>1. Attend regular check-ins (B)</li> <li>2. Develop initial draft health equity toolkit (HEPM)</li> <li>3. Collect field feedback on the CHW toolkit (CHW)</li> <li>4. Finalize the health equity toolkit (HEPM)</li> <li>5. Finalize the CHW toolkit (CHW)</li> <li>6. Develop content for two (2) webinars on health equity toolkit use (HEPM)</li> <li>7. Develop content for one (1) webinar on CHW toolkit use (CHW)</li> <li>8. Develop up to two (2) publication submissions to share health equity results and promote toolkit (HEPM)</li> <li>9. Develop up to two (2) publication submissions to share CHW results and promote toolkit (CHW)</li> </ol>	<ul style="list-style-type: none"> <li>• Meeting agendas and minutes</li> <li>• Draft health equity toolkit</li> <li>• Summary of field feedback on CHW toolkit</li> <li>• Final health equity toolkit</li> <li>• Final CHW toolkit</li> <li>• Two (2) webinar slide desks on health equity toolkit</li> <li>• One (1) webinar slide deck on CHW toolkit</li> <li>• Up to two (2) publication submissions on health equity activities</li> <li>• Up to two (2) publication submissions on CHW activities</li> </ul>	<p align="center">TBD</p>

**#Note:** Activities are labelled to indicate which pertain to the Health Equity Performance Measures Toolkit (HEPM), the Community Health Worker Recruitment and Retention Toolkit (CHW), or both (B).

***\*Note: Proposals may have deliverables costs that vary from those suggested in this RFP but may not total more than the \$500,000 maximum total possible award.***

### **NACCHO Support**

NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the Scope of Work (SOW) and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO reports, data, and other resources necessary to complete the tasks above.
- Provide use of NACCHO's Zoom video conferencing and webinar platform.
- Provide input, guidance, and oversight of execution and completion of tasks, including through regular project planning and coordination communications (video conferencing, emails, phone calls, etc.).
- Promote consultant's funded efforts in coordination with project funder, as relevant and appropriate, to project grant recipients and NACCHO's broader membership.

### **METHOD OF PAYMENT AND UN/ALLOWED EXPENSES**

NACCHO will pay the selected contractor in two (2) 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. See Appendix A for Funding Restrictions, including un/allowed expenses.

### **PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA**

Proposals must include the following:

- 1) Cover Letter (1 page; 3 maximum points)** including the names and contact information of the main point-of-contact and fiscal lead.
- 2) Narrative: Maximum 4 pages, single-spaced, Times New Roman, 11-point font minimum, with 1" margins, which includes:**
  - a) Organization Background, Qualifications & Experience (40 maximum points)** – Describe your organization mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP. Describe your organizational and staff qualifications and experience providing similar goods or services related to building community LHD health equity capacity, as required in this RFP. Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFP. While not a requirement, preference is for organizations with experience building the capacity of local health departments.
  - b) Methodology, Project Deliverables and Timeline (50 maximum points)** – Describe, in detail, your proposed methodology for meeting all project requirements and provide a realistic work plan including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion, based upon this RFP's Scope of Work.
- 3) Budget Proposal (7 maximum points)** – Using the *Budget Template* and *Budget Narrative Template* below, provide a line-item budget, not to exceed \$500,000 and containing no unallowed expenses (see Allowable Expenses, below), which clearly outlines proposed costs, and provide a narrative cost justification for each line item.

[Budget Template](#)  
[Budget Narrative](#)

**Include responses to the following two questions at the end of your budget narrative:**

- I. **Do you have a prior experience in Federal Contracting? (Yes/No)**
- II. **Have you completed a Single Audit? (Yes/No)**

**4) Attachments - Please include the following attachments with your application:**

- a) Resumes/CVs – Provide resumes/CVs for each staff member responsible for project implementation, project management, or other positions identified in the requirements of the RFP.
- b) Three (3) references for which you have performed similar work to the requirements of this RFP and include at least two examples with links (as relevant) of previous work that demonstrates the organization’s capability to produce the work outlined in the Scope of Work.
- c) Complete and submit a [Budget Template](#) and [Budget Narrative](#)
- d) Complete and submit the [Vendor Information Form](#)
- e) Complete and submit the [Certification of Non-Debarment](#)
  - i) Signed W-9 dated within the past year
  - ii) Complete and submit the [FFATA data collection form](#) (required for all contracts over \$25,000)
  - iii) Proof of active DUNS number and active registration with SAM.gov. **The applicant’s SAMS.gov registration must be active at the time the contract is signed.**

**SUBMISSION INSTRUCTIONS**

Applicants should:

- Review the requirements and expectations outlined in this RFA.
- Read NACCHO’s standard contract (Appendix B) and provide a copy to the consultant’s individual with signing authority for the entity that would be contracting with NACCHO, including any relevant financial or legal offices for advanced consideration. The selected contractor must: Agree to the contract language as indicated (i.e., no modifications) and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made; or submit a written request for any limited, proposed changes to the terms and conditions within five (5) business days of award notification for NACCHO’s review and negotiations, noting that proposed changes that significantly delay contract execution may result in an alternative consultant being selected.

The submitted application must include the following items to be deemed completed:

- A cover page that contains the including the names and contact information of the main point-of-contact and fiscal lead.
- Narrative (no more than 4 pages) that addresses the Organization Background, Qualifications & Experience, as well as Methodology, Project Deliverables and Timeline sections described above.
- Budget and budget narrative.
- Required attachments listed above.
- Applications are to be emailed to [pholtgrave@naccho.org](mailto:pholtgrave@naccho.org) in one e-mail, please send all required documents as a single PDF file no later than 11:59PM ET on May 5th, 2023. Please use the email subject line “2103: Health Equity Performance Measures and Capacity Building of Community-Based Positions in Health Departments RFP Proposal.”
- Submissions after this deadline will not be considered. Hard copy (mailed, faxed) submission will

not be considered.

NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within two business days, please send an email to [pholtgrave@naccho.org](mailto:pholtgrave@naccho.org) contact. All applicants will be notified of their status on or around May 12, 2023.

#### **Applicant Questions and Guidance**

NACCHO will support interested applicants to offer guidance and address specific questions about the RFP. Interested parties may contact NACCHO staff via e-mail at [pholtgrave@naccho.org](mailto:pholtgrave@naccho.org).

#### **Allowable Expenses**

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (\$203,700 as of publication of this RFP). See Appendix A for a full list of restrictions.

#### **FUNDING AND DISCLAIMER NOTICES**

This project is supported by a grant from the Centers for Disease Control and Prevention (NOA 6 NU38OT000306-04-02). CDC does not endorse any product, service, or enterprise. Views expressed in related products do not necessarily reflect those of CDC or Health and Human Services.

This RFP is not binding on NACCHO, nor does it constitute a contractual offer. Without limiting the foregoing, NACCHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFP; to waive any deviation from the RFP; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFP. Under no circumstances shall NACCHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFP.



# **APPENDICES**

## Appendix A: 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 our 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.

## Unallowed Expenses

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently \$203,700).

- 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](#).

The recipient can obtain guidance for completing a detailed justified budget on the CDC website at the following Internet address: <http://www.cdc.gov/grants/interestedinapplying/applicationprocess.html>

Please see CDC terms for non-research activities under the contract eligibility on the attached document: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>.

For further guidance on the salary cap information <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/EX.pdf> in the budget guidelines.

**Appendix B: NACCHO Standard Contract**  
**(for reference only, do not complete/submit)**

NACCHO CONTRACT # 2023- \_\_\_\_\_

**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 Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Organization certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
  
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO 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. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.



21. 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.).
22. 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.”
23. 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.
24. 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.

<p>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  Email: _____@naccho.org</p>	<p>With a copy to:  National Association of County and City Health Officials  Attn: Ade Hutapea, LL.M., CFCM, CCCM  Director, Contracts  1201 (I) Eye Street NW 4th Fl.,  Washington, DC 20005  Tel. (202) 507-4272  Fax (202) 783-1583  Email: <a href="mailto:ahutapea@naccho.org">ahutapea@naccho.org</a></p>
<p>FOR CONTRACTOR:   <i>(Name and address of Contractor’s Contract Officer or Designee, including telephone and fax.)</i></p>	

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.: \_\_\_\_\_

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS**

**CONTRACTOR AGREEMENT – ATTACHMENT I**

SCOPE OF WORK