

NACCHO

National Association of County & City Health Officials

REQUEST FOR PROPOSALS

Consultant for Local Health Departments (LHDs) Informing the Evolution of PHEP Part 2

Topics: Public Health Preparedness, Rural Health, Workforce Development

National Association of County and City Health Officials (NACCHO)

Tuesday, November 8, 2022

SUMMARY INFORMATION

Project Title: Local Health Departments (LHDs) Informing the Evolution of PHEP Part 2

RFP Topics: Public Health Preparedness, Rural Health, Workforce Development

Proposal Due Date and Time: Tuesday, November 15, 2022, 11:59pm EST

Selection Announcement Date: Week of November 21, 2022

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: NU38OT000297

Maximum Funding Amount: \$580,000

Estimated Period of Performance: December 2022 through July 2023

Point of Contact for Questions Regarding this Application: GAmaniel@naccho.org

Special condition of this award: see Appendix A

PURPOSE AND BACKGROUND

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, 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.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity to provide support for rural local health departments across the country by evaluating the current public health emergency preparedness (PHEP) capabilities and developing rural specific PHEP capabilities. The purpose of this project is to increase the preparedness and response capacity of LHDs that serve rural and frontier jurisdictions to effectively respond to, recover from, and build community resiliency related to the COVID pandemic and future public health emergencies. NACCHO will achieve this goal by assessing the capacity of rural local health departments to meet a foundational set of capabilities for public health preparedness, establishing a rural PHEP SME workgroup, holding regional listening sessions, and developing rural specific PHEP capabilities.

Through this RFP, the consultant will assess the capacity of rural local health departments to meet a foundational set of capabilities for public health preparedness, assist with three workgroup meetings and five regional listening sessions, and assist with reviewing all data collected to develop rural specific PHEP capabilities. This consultant will also participate and coordinate their efforts with NACCHO and other project providers through regular check-in meetings.

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issue an award up to \$580,000 in the form of a fixed priced contract. Consultants are eligible to apply who have demonstrated subject matter expertise and experience in rural health departments and preparedness and response, conducting needs assessments, designing and delivering programs, and developing content and trainings.

NACCHO expects you as the applicant to review and agree to the NACCHO's [Standard Contract Agreement](#). However, if you know in advance that your agency or organization is going to have difficulty accepting any of the

provisions in the contract, please contact NACCHO immediately to discuss. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract. Bidders should review all terms and conditions to determine whether or not they are appropriate for submitting a proposal.

Period of Performance

The project period is anticipated to be approximately 8 months: December 2022 through July 2023. See the section Proposed Budget and Budget Narrative for more details and required budget template. Details regarding the possible changes to the timeline and any possible carryover requirements will be finalized with selected applicants.

SCHEDULE OF EVENTS

NACCHO will issue an award up to \$580,000 in the form of a fixed priced contract. Applications must be submitted by 11:59 pm EST, Tuesday, November 15, 2022, and selections will occur on the week of November 21, 2022.

Please note the following deadlines and events for this application:

Event	Date/Time
Release of RFP	Tuesday, November 8, 2022
Application Period Closes	Tuesday, November 15, 2022 @11:59PM ET
Anticipated Notice of Award	Week of November 21, 2022
Anticipated Contract Start Date	Thursday, December 1, 2022
Anticipated Contract End Date	Monday, July 31, 2023

PROJECT GOALS & TECHNICAL REQUIREMENTS

This project seeks to build LHD rural and/or frontier workforce capacity and strengthen preparedness efforts. A consultant is sought who can assess rural health preparedness nationally, and facilitate workgroup meetings and regional listening sessions. The selected consultant should have experience with rural and/or frontier populations to best meet the needs of this project. It should be noted that exact content requirements may shift over the funding period as needs and field needs evolve. It is expected that the consultant will work with NACCHO to advise and determine the most appropriate content scope within the timeframes of the project activities.

SCOPE OF WORK

The selected consultant will be expected to undertake the following tasks:

- Conduct a PHEP needs/capacity assessment
 - In collaboration with NACCHO, assess the capacity of rural local health departments to meet a foundational set of capabilities for public health preparedness.
 - Review past PPHR submissions and reviewer final comments for common gaps/training needs, and

- Collect After Action Reports from rural LHDs to provide an accurate picture of rural preparedness challenges and gaps to identify areas that need technical assistance and more resources.
- Facilitate rural PHEP SME workgroup meetings
 - With support from NACCHO, co-lead (3) virtual workgroup meetings and review the current PHEP capabilities through the lens of a rural LHD to identify the challenges faced meeting the PHEP capabilities given current resources (i.e., workforce and infrastructure, etc.).
- Conduct regional listening sessions either in person or held virtually
 - With support from NACCHO, co-lead (5), in person and/or virtual, regional listening sessions across the HHS regions with the goal of reviewing the current PHEP capabilities to inform the development of new rural specific PHEP capabilities.
- Develop rural specific PHEP capabilities
 - Utilizing the information collected from all activities, develop rural specific PHEP capabilities with support from NACCHO.
- Coordinate and collaborate with NACCHO
 - Participate in an initial orientation call with NACCHO as well as regular project planning and coordination meetings with NACCHO, and, as relevant, CDC.
 - Provide subject matter guidance to NACCHO team to inform project efforts.
 - Communicate progress of activities with NACCHO staff through regular check-ins (December 2022 - July 2023).

DELIVERABLES AND TIMELINE

Selected consultant 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.

Invoice	Project Activities	Deliverables	Amount of Total Award
<p align="center">Invoice # 1</p>	<ol style="list-style-type: none"> 1. Compile and submit documents and materials to conduct the Rural PHEP Needs/Capacity Assessment 2. Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p align="center">\$75,000</p>
<p align="center">Invoice # 2</p>	<ol style="list-style-type: none"> 1. Facilitate 1 Rural PHEP SME Workgroup Meeting 2. Submit month 1 data collected report 3. Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Submit monthly data collected report. 3. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p align="center">\$55,000</p>
<p align="center">Invoice # 3</p>	<ul style="list-style-type: none"> • Conduct Rural PHEP Needs/Capacity Assessment • Facilitate 1 Rural PHEP SME Workgroup Meeting • Submit month 2 data collected report • Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. One crosswalk developed linking identified rural LHD gaps/common issues and their associated CDC PHEP Capability. 2. List of rural specific challenges/gaps and review the current PHEP capabilities. 3. Submit monthly data collected report. 4. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p align="center">\$100,000</p>

<p>Invoice # 4</p>	<ul style="list-style-type: none"> ● Facilitate 1 Rural PHEP SME Workgroup Meeting ● Conduct 1 Regional Listening Session ● Submit month 3 data collected report ● Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Submit monthly data collected report. 3. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p style="text-align: right;">\$95,000</p>
<p>Invoice # 5</p>	<ul style="list-style-type: none"> ● Conduct 1 Regional Listening Session ● Submit month 4 data collected report ● Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Submit monthly data collected report. 3. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p style="text-align: right;">\$55,000</p>
<p>Invoice # 6</p>	<ul style="list-style-type: none"> ● Conduct 2 Regional Listening Sessions ● Submit month 5 data collected report ● Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Submit monthly data collected report. 3. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p style="text-align: right;">\$95,000</p>
<p>Invoice # 7</p>	<ul style="list-style-type: none"> ● Conduct 1 Regional Listening Session ● Submit month 6 data collected report ● Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. List of rural specific challenges/gaps and review the current PHEP capabilities. 2. Submit monthly data collected report. 3. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	<p style="text-align: right;">\$55,000</p>

Invoice # 8	<ul style="list-style-type: none"> • Develop and submit document of rural specific PHEP capabilities • Coordinate and collaborate with NACCHO 	<ol style="list-style-type: none"> 1. Development of new rural specific PHEP capabilities. 2. Communicate progress of activities with NACCHO staff through regular check-in calls; these calls are expected to be 1-hour weekly/bi-weekly calls through July 2023. 	\$50,000
Total Amount			*\$580,000

****Note: Proposals may have deliverable costs that vary from those suggested in this RFP but may not total more than the \$580,000 maximum total possible award.***

METHOD OF PAYMENT AND UN/ALLOWED EXPENSES

NACCHO will pay the selected contractor in monthly 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.

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 \$197,300).

The following items are not allowable expenses (see also Appendix A):

1. Equipment
2. Telecommunication Ban in accordance with FAR 52.204-24 and FAR 52.204-25
3. Alcoholic Beverages
4. Bad Debts
5. Contributions and donations
6. Entertainment Costs
7. Fines and penalties
8. Goods and services for personal use
9. Lobbying
10. Losses on other awards

PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA

The proposal narrative must outline the following content:

- a. **Cover Letter (1 page)** – including the names and contact information of the main point-of-contact and fiscal lead.
- b. **Narrative (Maximum of 15 pages):**
 - i. **Organization Background (5 points)** – Describe your organizational mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - ii. **Qualifications & Experience (35 points)** – Describe your organizational and staff qualifications and experience providing similar goods or services related to conducting rural health research, designing and facilitating workshops, and working with local health departments, 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. Include at least two (2) examples of products that illustrate the applicant’s expertise/experience providing TTA relevant to

this RFP's Scope of Work. As an appendix, include resumes/CVs of all key staff with your application.

iii. **Methodology (35 points)** – Describe, in detail, your proposed methodology for meeting all project requirements as outlined in this RFP's Scope of Work (see above).

iv. **Project Deliverables & Timeline (20 points)** – Provide a realistic work plan including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion. Incorporate the required milestones and deadlines indicated in the Deliverables section above into your work plan.

c. **Budget Proposal (5 points)** – Using the Budget Template and Budget Narrative template below, provide a line-item budget, not to exceed \$580,000, that clearly outlines the \$\$ amount, % of total budget, and a narrative cost justification for each line item.

[Budget Template](#)

[Budget Narrative](#)

D. **Attachments** - Please include the following attachments with your application:

- i. [Vendor Information Form](#) – Complete the hyperlinked form and submit with application. This information will only be used in the event that the submitting agency is selected and engages in a contract with NACCHO.
- ii. Required for applications \$25,000 and above: 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.)
- iii. Required: Complete and submit the [Certification of Non-Debarment](#)
- iv. Required: Submit a [W-9](#)
- v. Proof of active registration with SAM.gov in accordance with active DUNS number.
- vi. 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.
- vii. Examples of previous work – Provide at least two examples of previous work that demonstrates the capability to produce the work outlined in the Scope of Work.

SUBMISSION INSTRUCTIONS

Applications should use single-spaced, Times New Roman, 12-point font, with 1" margins. Proposal narratives are to be no longer than 15-pages (excluding cover letter and all attachments).

Applicants should:

- Review the requirements and expectations outlined in this RFP.
- Read NACCHO's standard contract (Appendix A) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected consultants 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.
- The submitted application must include the attachments (D) mentioned above.
- Applications should be emailed to GAmaniel@naccho.org in one e-mail by 11:59PM ET on Tuesday, November 15th. Submissions after this deadline will not be considered. Please use the subject line "Local Health Departments (LHDs) Informing the Evolution of PHEP Part 2 <Consultant Name>."
- 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 2 business days, email to GAmaniel@naccho.org. All applicants will be notified of their status by the week of November 21st. All questions may be directed to GAmaniel@naccho.org.

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 GAmaniel@naccho.org.

Funding and Disclaimer Notices:

This project is supported by a grant from the Centers for Disease Control and Prevention (CDC-RFA-OT18-1802). 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

17. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- 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](#).
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, 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>).

- 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](#).