



REQUEST FOR PROPOSALS

Evaluation Consultant: Developing the Capacity to Support Older Adult Fall Prevention

Applications are due at 11:59 pm EDT on Monday, April 25, 2022. Applications must be submitted electronically by this deadline.

Overview

Purpose

The National Association of County and City Health Officials (NACCHO) is seeking a consultant to provide evaluation expertise and technical assistance for selected clinical fall prevention programs participating in NACCHO's project *Developing the Capacity to Support Older Adult Fall Prevention*. This project aims to help local health departments and their clinical partners (e.g. first responders, physical/occupational therapists, primary care physicians, etc.) to develop their capacity to identify community-dwelling older adults (aged 65 and older) at risk for falls and to implement clinical fall prevention interventions and programs. As part of this work, NACCHO will be working with up to three jurisdictions with existing clinical fall prevention initiatives, providing technical assistance and support to help them evaluate the effectiveness of their programs. These programs may include those operated by local health departments and/or community paramedicine, a model that enhances the role of emergency medical services (EMS) providers.

Background

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

Eligibility and Contract Terms

The period of performance shall begin upon execution of the contract (May 2022) and run through July 31, 2022. Upon no-cost extension approval by CDC, a contract modification will be executed to continue the contract through December 31, 2022. All deliverables must be completed by the end of the project period.

NACCHO will award up to a total of \$40,000 to the Evaluation consultant to support participating clinical older adult fall prevention programs. This will be a fixed-price, deliverables-based consultant contract. The consultant may work with other consultants or firms to complete the work. However, NACCHO will only contract with and provide funds to one consultant.

Agreement with NACCHO standard contract terms and conditions is a requirement (Appendix A). No modifications to the terms or contract language will be made. Applicants that cannot agree to NACCHO's contract language should not apply for this opportunity.

Scope of Work

While the applicant should propose their own approach to the delivery of this TA, at a minimum, the consultant will:

1. Develop technical assistance plan

- a. Review project materials from the 2020-2021 project year, including key informant interview transcripts with selected programs and final project report.
- b. Co-design an evaluation technical assistance plan with NACCHO and CDC, considering potential adaptations or levels of assistance to be provided depending on program needs.

2. Develop evaluation plan template

- a. Develop an evaluation plan template for use by clinical older adult fall prevention programs that may be adapted to their unique program components and interventions offered. This evaluation plan will include collecting data on both process metrics to measure progress of implementation and short- and long-term outcome metrics to assess impact (e.g., reduction in fall-related 911 calls or ED visits) for six months. The specific metrics may vary between participating programs, depending on the program design and interventions delivered.

3. Provide feedback on evaluation plans

- a. Provide written feedback on evaluation plan for each of three participating programs followed by a TA call.

4. Hold one-on-one TA calls

- a. The selected consultant should use an equity lens in their approach to program evaluation. The scope and number of calls to be held may depend on the level of TA required by the site. At a minimum, NACCHO expects the selected consultant to hold four calls with each of the three participating programs. For example, these calls may:
 - i. Discuss their evaluation-related goals, current program monitoring and evaluation efforts, and potential barriers or challenges for data collection and analysis.
 - ii. Introduce the evaluation plan template and provide support and/or instructions to help the program design their customized evaluation plan.
 - iii. Discuss progress implementing the evaluation plan and providing ad hoc technical assistance, as needed, to address any challenges encountered.
 - iv. Provide guidance and support for the creation of data collection tools, data analysis, or reporting.
 - v. Discuss lessons learned at the conclusion of the data collection period.

5. Summarize findings from evaluation efforts

- a. Develop a report summarizing the findings to date from the participating programs. Due to the varying nature and design of each of the programs, analysis will be limited to descriptive statistics without cross-program comparisons and accompanied by a brief narrative explaining the results. This report should also capture an assessment of lessons learned for conducting evaluations of clinical fall prevention programs, such as facilitators and challenges to conducting evaluations and recommendations around methods, indicators, and/or evaluation frameworks depending on program types or activities.

6. Develop supplementary resources

- a. Develop a supplementary resource (e.g. two-pager, fact sheet, case study, etc.) to highlight key findings of each program’s evaluation efforts, such as reach and/or impact of the program’s activities. This resource should help the programs showcase their work to gain buy-in from leadership and/or the community, seek funding, etc.

Deliverables

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.

Primary Task/Deliverable	Documentation	Payment Schedule	
1. Technical Assistance Plan	-Final technical assistance plan	10% of funding	Invoice #1 due by or before June 30 th , 2022
2. Evaluation Plan Template	-Final evaluation plan template	10% of funding	
3. Feedback on Evaluation Plans	-Written feedback on 3 evaluation plans	15% of funding	
4a. TA Calls 1 and 2	-Agendas and notes for two TA calls for each of 3 participating programs	15% of funding	Invoice #2 due by or before September 30 th , 2022
4b. TA Calls 3 and 4	-Agendas and notes for two TA calls for each of 3 participating programs	15% of funding	Invoice #3 due by or before December 31 st , 2022
5. Evaluation Findings	-Final summary report of evaluation findings	20% of funding	
6. Supplementary Resources	-Final supplementary resource for each of 3 participating programs	15% of funding	

Content Area Expertise

Through this RFP, NACCHO is seeking consultants with proven experience in program evaluation. The ideal applicant would also have broad content knowledge related to older adult fall prevention and/or utilization of EMS, emergency department, and hospitalization data, as well as demonstrated experience using an equity lens in their approach to program evaluation.

Proposal

To be considered for this project, proposals must be in pdf format and include the following:

- A. **Project narrative** (not to exceed 4 pages) that includes:
- A description of the methodology proposed to meet each of the deliverables listed above, including a description of any conceptual framework/theory/model that informs the methodology.
 - A description of any other consultants/firms that will be engaged on this project;
 - The name of the primary staff and other significant contributors, including qualifications (resume or CV) and role. (Resume/CV not included in page limit)
- B. **Line-item budget and narrative**, not to exceed \$40,000:
- Budget proposal and accompanying budget narrative that explains each line-item, including the cost breakdown and justification as to how it will support project goals and objectives. A budget and narrative template can be found in section E Attachments.
 - i. Respond to the following two questions at the end of the budget narrative:
 1. Do you have prior experience in Federal Contracting?
 2. Have you completed a Single Audit?
 - Salary for all personnel and subcontractors listed in the budget should not exceed the federal [executive salary rate of \\$199,300](#) or the hourly rate of \$95.82.
 - Funding restrictions specified in the NOA are attached below as Appendix B. In addition, telecommunication expenses; food and beverages; or incentives are also unallowed.
- C. **Project deliverables and timeline:**
- A realistic work plan and timeline that includes expected deliverables to be completed over an 8-month project period (approx. May 2022 – December 2022).
- D. **References and/or links to examples of work.**
- B. **Attachments** (not included in page count)
- Required: Complete and submit the [Budget](#) and [Budget Narrative](#) templates
 - Required: Complete and submit the [Vendor Information Form](#)
 - Required: Complete and submit the [Certification of Non-Debarment](#)
 - Required: Submit a [W-9](#)
 - Required: Complete and submit the [FFATA data collection form](#) (*This form will be required for all contracts over \$25,000, but if you are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.*)
 - Optional: Letters of support, partnership agreements

If awarded, the organization must be registered with SAM.gov and will provide proof of completion by sharing a DUNS number.

NACCHO Contact and Responsibilities:

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

- Provide background information, as appropriate.
- Review all materials, in draft form, and recommend revisions.

Selection Process:

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

- **Understanding of Project Purpose and Goals:** Applicant has a clear understanding of the project goals and deliverables.
- **Relevant Personnel Experience:** Applicant has clearly documented evidence of his/her (and that of the proposed project staff) subject matter expertise and experience in the proposed content areas.
- **Proposed Approach:** The proposal includes a clear, feasible, and appropriate plan to effectively meet the goals and deliverables of the project. The proposal includes a reasonable timeline with all deliverables completed within the project period.
- **Budget:** The proposal includes a detailed, line-item budget justifying the proposed expenses, and the expenses are appropriate for the purposes of the deliverables. **Any work products created by this contract will be co-owned by NACCHO and Consultant.**

Please note that submission of a proposal is a statement of acceptance of NACCHO's standard form contract (Appendix A). If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal.

Funding for this RFP is supported by the Centers for Disease Control and Prevention (CDC) cooperative agreement NU38OT000306-02-01 entitled Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health.

Deadline/Staff Contact

The deadline for submission is **April 25th, 2022 by 11:59 p.m. EDT.**

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

Caroline Snyder
Director, Injury & Violence Prevention
CSnyder@naccho.org

APPENDIX 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
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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

Email: _____@naccho.org

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.: _____

