

# REQUEST FOR PROPOSALS

## Implementation Science Consultant Public Health Public Safety Teams (PHAST) Pilot

Proposals must be submitted electronically by **5:00 p.m. Eastern Standard Time on Tuesday, January 21, 2020.**

### Purpose

The National Association of County and City Health Officials (NACCHO) is seeking a consultant to provide technical support and guidance to public health, public safety and other sector partners to implement evidence-based opioid overdose prevention strategies in their communities as part of the Public Health and Public Safety Teams (PHAST) framework pilot project. The consultant will engage with NACCHO staff and awarded pilot sites to facilitate the implementation of the PHAST toolkit, and to identify, understand and develop strategies for overcoming barriers to implementation to support broader implementation of the toolkit in diverse jurisdictions.

### Background

NACCHO is a membership association representing the 2700 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 be a leader, partner, catalyst, and voice for local health departments in order to ensure the conditions that promote health and equity, combat disease, and improve the quality and length of all lives. For more information on NACCHO, please visit [www.naccho.org](http://www.naccho.org).

The Public Health Public Safety Teams (PHAST) framework and guidance toolkit were developed in 2019 to assist jurisdictions in reducing opioid overdose deaths. Modeled after the [RxStat](#) model developed by New York City Department of Health and Mental Hygiene and the New York/New Jersey High Intensity Drug Trafficking Area (HIDTA), PHAST aims to break down silos and foster innovation by engaging multi-sector partners through a data driven process.

The Centers for Disease Control and Prevention (CDC) has created an implementation toolkit, which NACCHO will pilot with up to 7 local health jurisdictions selected through a competitive request for application (RFA) process. The purpose of the PHAST toolkit pilot is to assess the extent to which guidance provided in the toolkit is useful to local jurisdictions attempting to enhance coordination among public health, public safety and other sectors to implement evidence-based opioid overdose prevention strategies. Using available funds and technical assistance resources from this project, local agencies will pilot the PHAST toolkit in their communities and implement specific activities to target approaches to better leverage data, identify opportunities for policy and programmatic improvements, and maximize impact in the near term. The pilot will last up to 6 months.

### Description and Availability of Funds

NACCHO will award up to \$90,000 to an Implementation Science consultant to support the implementation of the PHAST model and toolkit at pilot sites, train NACCHO staff on the process of Implementation Science, and create materials to support widespread scaling of the model to other jurisdictions around the country.

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.

### Description of Activities

The Implementation Science Consultant will:

1. Travel to two cities (TBD) where the model is being implemented to understand the potential facilitators and barriers to implementation success and sustainability of the intervention.
2. Provide recommendations to NACCHO staff on selection of the pilot sites.
3. With NACCHO staff, facilitate the implementation of the toolkit via a site visit and regular calls with the health departments to understand the problem they are trying to solve by implementing this model
4. Engage NACCHO staff to: 1.) provide training on the process of Implementation Science and 2.) inform data collection activities to support project evaluation
5. Conduct a pre-conference workshop for PHAST pilot site participants on Implementation Science at NACCHO Annual (July 7 – 9, 2020 in Denver, CO)

### **Deliverables**

The following outlines the deliverables to be produced by the consultant:

1. Recommendations on site selection for the PHAST pilot.
2. Detailed guidance on implementation of the PHAST toolkit for each of the selected pilot sites.
3. A detailed agenda for the pre-conference workshop on Implementation Science at NACCHO Annual 2020, which the consultant will facilitate with support from NACCHO staff.
4. A final report which synthesizes:
  - a. Findings on the potential facilitators and barriers to implementation success and sustainability gleaned from activities conducted in Activity #1, above.
  - b. Recommendations for implementation readiness as identified in Activity #2 and Deliverable #1, above.
  - c. Lessons learned and detailed guidance for broader implementation of the PHAST Toolkit in diverse jurisdictions as identified in Activity #3 and Deliverable #2, above.
  - d. Recommendations to improve the PHAST toolkit, as appropriate.

The deliverables will be provided to NACCHO/CDC for onward development and integration into final resources to be released alongside the updated PHAST toolkit.

### **Proposal Outline:**

In order to be considered for this project, proposals must be in pdf format and should **not exceed 10 pages**, including the following:

A. Project Narrative 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 the consultant's knowledge of implementation science.
- A description of any other consultants/firms that will be engaged on this project;
- A project timeline; and
- The name of the primary staff and other significant contributors, including qualifications (resume or CV) and role.

B. Line Item budget, not to exceed \$90,000 that clearly outlines:

- Personnel (number of staff, percent effort to the project and salary wages or hourly fees).
- Funds to be provided to other consultants/firms working on the project, if applicable.
- Other costs associated with the development of the strategy. NOTE: Funds may not be used to purchase large equipment, pay for food and beverages, or support lobbying of any

kind.

C. Project Deliverables and Timeline:

A realistic work plan and timeline that includes expected product deliverables that will be completed over a 6-month project period (Approx. January 2020 – July 2020).

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

**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 area.
- **Operational Plan:** The proposal includes a clear, feasible, appropriate, detailed and supportable methodology and plan to effectively meet the goals and deliverables of the project.
- **Project Timeline:** The proposal includes a detailed timeline for the project period with all deliverables completed by the timeline referenced with each task/activity described above.
- **Budget:** The proposal includes a detailed, line item budget justifying the proposed expenses, and the expenses are appropriate for the purposes of the deliverables. **Any work products created by this contract will be co-owned by NACCHO and Consultant.**

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

**Deadline/ Staff Contact**

Submissions must be electronic, in pdf format. The deadline for submission is **5 pm, Eastern Standard Time, on Tuesday, January 21, 2020.**

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

Karla Feeser, MPH  
Senior Research Analyst  
Research and Evaluation Team  
kfeeser@naccho.org