



REQUEST FOR PROPOSALS

Local Health Department Outbreak Response and Prevention in Healthcare Settings Technical Assistance (TA)

Applications must be submitted electronically, in Word format, by
5:00 PM Eastern Standard Time on November 25, 2024

BACKGROUND & OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of over 3,300 local health departments (LHDs) across the country. These city, county, metropolitan, and district health departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources to LHDs (e.g., trainings, webinars, access to subject matter experts, peer discussion) that support the development and implementation of public health policies and practices.

NACCHO, with support from the Centers for Disease Control and Prevention (CDC) Division of Healthcare Quality Promotion, supports LHDs in enhancing their infection prevention and control (IPC) activities by building their capacity to respond to outbreaks at healthcare facilities, including healthcare-associated infections (HAIs) and emerging infectious diseases. NACCHO aims to develop and strengthen relationships between LHDs and facilities and partners; improve implementation of IPC in high-risk facilities; and decrease rates of and negative outcomes associated with COVID-19, HAIs, and antimicrobial resistant pathogens in those facilities.

NACCHO is seeking a consultant to provide technical assistance to selected LHDs using previously developed [tools](#) that focus on the areas of [health equity](#), [data utilization and management](#), and [strategic collaboration in outbreak response and prevention in healthcare](#)

[settings](#). Through this funding opportunity, NACCHO will award up to \$80,000 to a consultant or consulting firm to assist NACCHO with this project.

Applications must be submitted no later than November 25, 2024. All necessary information regarding the project and application process may be found in this Request for Proposals (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing Kristen Ross, kross@naccho.org and Candice Young, cyoung@naccho.org.

Proposal Due Date and Time: November 25, 2024

Selection Announcement Date: December 5, 2024

Point of Contact: kross@naccho.org / cyoung@naccho.org

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issue an award in fixed-priced contracts to a consultant or consulting firm. Applications must be submitted by Monday, November 25, 2024, at 5:00 PM ET and selections will occur on or around December 5, 2024. The project period will begin upon contract completion and is estimated to take approximately six months.

Agreement with NACCHO standard contract terms and conditions is a requirement. No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO's contract language should not apply for this initiative. As part of the application, the contractor will be asked to verify that they have read [NACCHO's standard contract language](#) and have provided a copy to the individual with signing authority at your organization for advanced consideration. Bidders should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

KEY DATES

Event	Date
Release of RFP	October 31, 2024
Application Closes	November 25, 2024
Anticipated Notice of Award	December 5, 2024

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

The consultant will work with NACCHO staff to provide technical assistance and support to LHDs to strengthen capacity related to outbreak response and prevention in healthcare settings by helping sites identify current needs and adapting the tools to address them.

Activities and Deliverables:

- Participate in regular virtual check-in meetings with NACCHO staff to inform content and provide project updates
 - NACCHO anticipates 1-hour weekly meetings for the first month, followed by 30-minute bi-weekly meetings for the remainder of the project period
 - An agenda and summary notes should be provided for each meeting.
- Develop and facilitate a virtual workshop in January 2025 that equips the LHDs with the skills to develop tailored plans that integrate and support the implementation of the [NACCHO-developed equity framework for Outbreak Response and Prevention in Healthcare Settings](#) and leveraging the [LHD Data Utilization and Management for Outbreak Response and Prevention in Healthcare Settings Guide](#) and the [Strategic Collaboration for Outbreak Response and Prevention in Healthcare Settings Guide](#).
- Develop a project implementation plan template that outlines steps, timeline, and responsibilities for implementing the equity framework and utilizing the [guides](#) for sites to track progress.
- Facilitate three (3) individual meetings per LHD to provide tailored technical assistance and guidance to PREPARE sites.
 - The first meeting will be in January 2025 and is geared towards developing an individualized implementation plan and helping sites identify or prioritize their current needs as it relates to data collection, analysis, partnerships & collaboration, and integrating health equity into their outbreak response and prevention activities.
 - The second meeting will be a mid-project check-in meeting once activities are underway to provide technical assistance and tailored guidance
 - The third meeting will be in June 2025, around the project's end to assist with project wrap-up.
 - A summary report should be provided to NACCHO and the LHD after each meeting.
- Develop and facilitate 5 monthly Community of Practice (CoP) calls for technical assistance training for LHDs selected through the PREPARE funding opportunity from February 2025 to June 2025. (anticipate approximately 10 sites)
 - Design and deliver comprehensive training sessions related to piloting and operationalizing the [NACCHO-developed equity framework for Outbreak Response and Prevention in Healthcare Settings](#) and leveraging the [LHD Data Utilization and Management for Outbreak Response and Prevention in Healthcare Settings Guide](#) and the [Strategic Collaboration for Outbreak Response and Prevention in Healthcare Settings Guide](#) to increase LHD capacity in the following areas:
 - Support LHD capacity for an equity-focused approach to outbreak response and prevention in healthcare settings;
 - Enhance skills to prevent, respond to, and monitor healthcare-associated infections and antimicrobial resistance (HAI/AR);

- Strengthen effective data utilization and management to support outbreak prevention and response within healthcare settings;
 - Develop and identify resources, lessons learned, and best practices for other LHDs; and
 - Build and sustain strategic collaborations and partnerships
 - Ensure CoP calls are engaging, informative, promote discussions amongst sites, and are tailored to the specific needs of LHDs
 - A content outline, slide deck, and recording must be provided for each training session.
- Collate relevant resources related to HAI, AR, antimicrobial stewardship, health equity, outbreak prevention and response in health settings
 - Consultant will need to create six monthly (6) resource emails over the project period, starting in January 2025.
- Support the creation of templates for communication products for LHDs funded through the PREPARE project (ex., blog posts, case studies, interviews) by April 2025
 - Communication products highlight lessons learned and best practices identified during the PREPARE project to share with other LHDs
- Enhance the PREPARE virtual community experience by engaging on the virtual community platform to foster collaboration and knowledge exchange among LHDs over the project period starting in January 2025 to June 2025.
- Develop a final report summarizing LHD needs identified throughout the project and recommend next steps for this work.
 - This report will be shared with the NACCHO staff overseeing the project and other stakeholders.

The consultant will report to the Senior Program Analysts and Director overseeing this project.

APPLICATION INSTRUCTIONS

RFP proposals are to be submitted by email only to infectiousdiseases@naccho.org, cc kross@naccho.org and cyoung@naccho.org no later than by 5:00 PM ET on Monday, November 25, 2024.

To be considered for this project, proposals must be in Word format with 12-point Calibri font, including the following:

- **Cover sheet** with the following information:
 - Contact name, email address, phone number
 - Answers to the following questions, required to facilitate the contracting process:
 - Does your organization have prior experience in federal contracting? (Answer does not disqualify)
 - Has your organization completed a Single Audit? (Answer does not disqualify)

- **Proposal Narrative (6 pages max):**
 - **Organizational Background** (included in the 6-page limit): Describe your organization's mission and experience.
 - **Qualifications and Experience** (included in the 6-page limit): Describe your qualifications and experience providing similar goods or services.
 - The consultant should have experience with:
 - Adapting existing resources for implementation
 - HAI/AR, outbreak response, partnerships, data utilization, and health equity
 - The context and constraints of health departments.
 - **Scope of Work & Timeline** (included in the 6-page limit): Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion. Describe, in detail, your proposed methodology for meeting all project requirements, and a timeline of activities.
- **Budget and Budget Narrative Proposal** (not included in 6-page limit):
 - Provide a proposed line-item budget that clearly outlines the dollar amount, percentage of total budget, the anticipated hours worked by each staff person along with their salary, and a narrative cost justification for each line item.
 - Outline of payment schedule. Invoices will indicate the deliverables accomplished and total hours spent performing activities within the consultant's scope of work.
- **Submission of supporting documentation**
 - [Vendor Information Form](#)
 - [W-9](#)
 - [Certification of Non-Debarment](#)
 - Required for applications of \$30,000: [FFATA form](#) (if you are not able to complete this by the application deadline, you may submit it one week after you have been selected)
 - Optional: Resume/CV of staff involved in the project

For Further Information

Please contact Candice Young at cyoung@naccho.org or Kristen Ross at kross@naccho.org with any questions about this opportunity.