



REQUEST FOR PROPOSALS (RFP)

Building Local Health Department

Capacity to Deliver Infection Prevention and Control Training and Education

Applications must be submitted electronically, in Word format, by

5:00 p.m. Eastern Standard Time on Monday October 25, 2021

OVERVIEW

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, 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.

To advance LHD engagement in infection prevention and control (IPC), NACCHO is partnering with Project Firstline, a collaborative managed by the Center for Disease Control and Prevention (CDC). Project Firstline strives to equip public health and frontline healthcare workers with infection control principles and protocols so they can confidently apply them to protect themselves and their facility, family, and community. As a Project Firstline partner, NACCHO addresses and supports the specific IPC-related learning needs of LHDs.

With funding from CDC, NACCHO will award up to \$50,000 for a consultant, or consulting firm, to support NACCHO and its partners with the development of a train-the-trainer curriculum to prepare LHD staff to implement Project Firstline training in their community's healthcare facilities. The selected consultant will work collaboratively with NACCHO and its partners, providing feedback and subject matter insight related to IPC practices.

Proposal Due Date and Time: Monday October 25, 2021, by 5:00 PM ET

Selection Announcement Date: November 1, 2021

Maximum Funding Amount: \$50,000

Estimated Period of Performance: The performance period for the project is from November 1, 2021, to July 31, 2022.

Point of Contact: infectiousdiseases@naccho.org

BACKGROUND

IPC describes an approach that aims to prevent the spread of infections in healthcare settings, including healthcare-associated infections (HAIs) and emerging infectious diseases. IPC activities

include hand hygiene, use of personal protective equipment, safe injection practices, and proper environmental cleaning.

NACCHO recognizes the growing role of LHDs in infection prevention and response and the opportunities to support infection control expertise, infrastructure, and practice. LHDs frequently conduct provider and patient education, interpret guidance for facilities, make recommendations for infection control after an outbreak occurs and, increasingly, prevent outbreaks by proactively identifying opportunities to work with facilities to close gaps in IPC practices.

The COVID-19 pandemic, caused by the novel coronavirus SARS-CoV-2, led many LHDs to rapidly scale their role and engagement in IPC activities across settings. It also revealed critical opportunities to strengthen IPC and heightened awareness among communities of the importance of public health across settings. LHDs demonstrate willingness to meet these challenges, and it is important to provide them the resources to be successful. NACCHO’s work with Project Firstline aims to develop training and resources to bolster LHD capacity to deliver IPC training and education to their facility partners.

The purpose of this project is to increase the capacity of LHDs to deliver IPC training and education, including Project Firstline training, to healthcare facilities in their communities.

In August 2021, NACCHO published a [report](#) highlighting LHD training needs related to IPC. Building on the recommendations outlined in this report, NACCHO is looking to accomplish the following objectives:

1. Develop and disseminate an LHD IPC toolkit comprised of NACCHO, CDC, and LHD-developed resources that will aid LHDs and their community partners in the application of IPC training and education to healthcare facility staff; and
2. Develop a curriculum that aids the building of LHD and partner capacity to become IPC trainers in their communities.

FUNDING OVERVIEW AND TIMELINE

NACCHO will issue awards in the form of fixed priced contracts up to \$50,000 to a consultant or consulting firm. Applications must be submitted by October 25, 2021 at 5:00 PM ET and selections will occur on or around November 1, 2021. The project period will begin upon notice of award and shall terminate on July 31, 2022. All necessary information regarding the project and application process is outlined in this RFP.

KEY DATES

Event	Date
Release of RFP	October 1, 2021
Application Closes	October 25, 2021

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

During the term of this agreement, which runs from November 2021 to July 31, 2022, the consultant will provide subject matter expertise, guidance, and input on the development and implementation of a train-the-trainer curriculum.

The consultant will complete activities that include the following:

1. Inform the development of one toolkit that supports basic IPC practices. Note that NACCHO will compile the toolkit and the consultant will provide input on the quality of the tool and its applicability, scope, and organization.

Deliverables:

- Documentation of SME input and feedback on toolkit
2. Support NACCHO and its partners in the development of an IPC train-the-trainer curriculum for LHDs. The curriculum will be designed to train LHD staff to be IPC trainers, delivering IPC content (including [CDC Project Firstline](#) content) to their facility partners. The consultant responsibilities will include:
 - a. Reviewing and providing feedback on the scope and plan for the train-the-trainer curriculum, including topics areas and learning objectives;
 - b. Reviewing curriculum plan and components and providing feedback to NACCHO and its partners;
 - c. Participating in regular calls with NACCHO and its partners to discuss project deliverables and provide expert feedback;
 - d. Attending monthly IPC Workforce Training Advisory Council meetings to elicit Council insight on the needs of LHD staff and feedback on the training materials developed. This may include facilitating discussions to garner specific feedback; and,
 - e. As needed, drafting additional content to enhance the curriculum to better tailor to LHDs. Incorporating, in collaboration with NACCHO staff and its partners, expert insight as well as feedback from the IPC Workforce Training Advisory Council and CDC to finalize the train-the-trainer curriculum.

Deliverables

- Documentation of SME input and feedback provided on curriculum
- Participation on regular calls with NACCHO and partners
- Participation on monthly IPC Workforce Training Advisory Council meetings
- Documentation of SME engagement in product development

The consultant will report to the Senior Program Analyst and Director overseeing this project. The contract end date is July 31, 2022 with the potential for extension based on project needs and the availability of funding. It is expected there will be work each week, although the schedule and obligations will vary. A detailed schedule will be determined between the consultant and NACCHO during the contracting process.

NACCHO will pay up to \$50,000 for fulfilling the activities listed above on behalf of the project. The consultant will work with NACCHO during the contracting process to develop an invoice schedule. Invoices will indicate the deliverables accomplished and total hours spent performing activities within this scope of work.

DESIRED QUALIFICATIONS

The consultant should have:

- Strong expertise and demonstrated experience in the field of IPC infection prevention and control practices, including (but not limited to) hand hygiene, personal protective equipment, safe injection practices, and patient cohorting;
- Experience working with various stakeholders in public health and clinical settings; and,
- Knowledge of or familiarity with the IPC roles and functions of public health and healthcare staff.

APPLICATION INSTRUCTIONS

RFP proposals are to be submitted by email only to Erin Laird (infectiousdiseases@naccho.org) no later than by 5 pm ET, Monday October 25, 2021.

To be considered for this project, proposals must be in Word format with 12 point Times New Roman font and should not exceed 10 pages, including the following:

- Cover sheet with the following information:
 - Contact name, email address, phone number, and website (if relevant)
 - Answers to the following questions, required to facilitate the contracting process:
 - Does your organization have prior experience in federal contracting?
 - Has your organization completed a Single Audit?
 - A scope of work that addresses the requirements in the technical consultant position summary;
 - A description of the consultant's knowledge and expertise with IPC, along with any experience or expertise related to the desired qualifications above, including links to similar projects or products; and
 - The name of the primary staff and other significant contributors to this project, including their qualifications (e.g., resume, CV) and anticipated role.
- A proposed payment schedule indicating the consultant's hourly rate and an estimate number of hours per month with costs that do not exceed \$50,000
- Submission of supporting documentation
 - [Vendor Information Form](#)

- [W-9](#)
- [Certification of Non-Debarment](#)
- Required for applications of \$25,000: [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).
- Resume/CV, and proof of hourly rate (such as sample of previous invoices)

Example format of payment schedule:

Hourly rate: \$XX/hour

Breakdown by month:

Month and Year	Deliverable	Estimated Hours	Estimated Costs
Totals:			

Based on the deliverables outlined on page 3 of this RFP, considerations for calculating estimated hours and costs should include the following:

- Time per month attending regular meetings with NACCHO and its partners (estimate should include a monthly one-hour call with the IPC Workforce Training Council and at least one monthly, one-hour call with NACCHO staff, plus additional ad hoc calls as-needed)
- Time per month reviewing materials
- Time per month documenting, articulating, incorporating, and sharing feedback (e.g. via email, track changes, and call walk-throughs)

For Further Information

Please contact Erin Laird, Senior Program Analyst, at elaird@naccho.org with any questions about this opportunity.