



REQUEST FOR PROPOSALS
Facilitator for Infection Prevention and Control Training Workshops

Date of release: February 10th, 2025

***Applications are due by 11:59 pm E.T. on February 28, 2025**

Summary Information

Opportunity Title: Facilitator for Infection Prevention and Control Training Workshops

Proposal Due Date and Time: 2/28/25 by 11:59 PM ET

Selection Announcement Date: 3/5/25

NOA Award No.: 6NU50CK0000587-02-01

Maximum Funding Amount: \$75,000

Estimated Period of Performance: 3/10/25 to 8/31/25

Point of Contact for Questions Regarding this Application: Jaclyn Abramson, Senior Program Analyst, Infectious Disease (jabramson@naccho.org)

I. Project Background and Overview

The National Association of County and City Health Officials (NACCHO) represents the nation's more than 3,300 local health departments (LHDs), which 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.

As a proud partner of the [CDC's Project Firstline](#), NACCHO supports a comprehensive infection control initiative designed to prevent the spread of infectious diseases in U.S. healthcare settings. Project Firstline promotes robust infection prevention and control (IPC) practices, working collaboratively to prepare both the public health workforce and frontline healthcare workers to safeguard themselves, their patients, and their communities from infectious disease threats. Through Project Firstline, NACCHO provides resources, training, and capacity-building to enable the effective and accurate implementation of IPC practices in healthcare settings, covering topics such as hand hygiene, personal protective equipment, and vaccination. NACCHO's focus within Project Firstline is to strengthen the capacity of LHDs to deliver training and education to healthcare facility partners in their communities by developing and promoting practical IPC tools and resources.

To further support these efforts and enhance LHD capacity for training healthcare staff, NACCHO is excited to offer a funding opportunity for a facilitator to lead two one-day workshops. The first workshop will take place on April 28, 2025, in San Antonio, Texas, as part of the pre-conference activities at NACCHO's Preparedness Summit, with approximately 50 LHD representatives in attendance. The second workshop is scheduled for July 14, 2025, in Anaheim, CA, as part of the pre-conference activities at NACCHO360's Annual Conference, with around 100 LHD representatives. These workshops will unite LHD representatives to build on the content from two newly developed self-paced online NACCHO Project Firstline courses designed for LHD staff who train healthcare facilities on IPC. Both courses are available for free on [NACCHO University](#), and they include *Infection Prevention and Control: Fundamentals of Infection Control and Principles of Adult Learning*. Overview of the Two Core IPC Course Trainings:

- **Principles of Adult Learning:** This course explores effective strategies for training planning and facilitation, learning modalities, audience analysis, and evaluation, with a particular focus on adult learners. Designed for LHD staff training healthcare facility personnel in IPC, this course complements the IPC Fundamentals series and is aimed at supporting LHD staff in utilizing Project Firstline resources.
- **IPC Fundamentals:** This introductory course covers the essential concepts of IPC necessary for managing infectious diseases in healthcare environments. Topics include various types of

infectious agents, transmission methods, and both bodily and environmental germ reservoirs. Geared toward LHD staff who are new to clinical settings, IPC, or those in need of a refresher, the course focuses on building foundational knowledge to help LHDs train healthcare facility staff effectively, rather than assessing current IPC practices.

The facilitator will enhance and expand upon two Project Firstline courses by leading engaging trainings, developing structured learning materials, and designing interactive scenarios. Additionally, after the conclusion of the workshops, the facilitator will develop supplementary resources to accompany the courses, including key takeaways and practical tools, to support LHDs in delivering effective training to healthcare facility partners.

Applications must be submitted no later than 11:59 PM Eastern, February 28, 2025. Selections will be made March 5, 2025, and the project period will run from the date of contract execution to August 31, 2025. All necessary information regarding the project and application process may be found in this Request for Proposals. Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing jabramson@naccho.org.

II. Eligibility and Contract Terms

This RFP is open to all qualified contractors.

Agreement with NACCHO's [standard contract terms and conditions](#) is a requirement. 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.

III. Project Requirements and Expectations

The awardee will be required to conduct the following activities throughout the project period:

Phase 1: Defining Project Goals and Scope

- Lead a small planning committee including the NACCHO program staff and relevant CDC staff. In coordination with NACCHO, determine frequency of conference calls and roles of committee members, identify all the roles/responsibilities that need to be fulfilled by consultant or NACCHO team members during the workshops.
- Develop a project timeline indicating the dates of each planning meeting, tasks, and activities (Gantt chart or other tool) that need to be completed, materials to be developed, and supplies to be procured over the project period.
- With NACCHO, CDC, and consultants, design agendas based on the needs of each workshop to correspond to each training. The first workshop will comprise of the training for Adult Learning Principles and the second workshop will cover both Principles of Adult Learning and IPC Fundamentals.
- Support initial communication with the participants (draft invitation of workshop announcement posts).

Phase 2: Planning and Design

- Develop the evaluation tool and work with NACCHO's Research and Evaluation team to review goals for the workshop's evaluation.
- Coordinate and facilitate where appropriate preparatory sessions for workshops.
- Prepare a list of resources to be printed and or delivered to the workshop sites by NACCHO.

Phase 3: First In-Person Facilitation

- Develop workshop-specific agendas, slides, facilitation guides, and other workshop resources as needed in conjunction with planning committee.
- Facilitate in-person workshop.
- Draft and distribute any relevant follow-up materials generated during workshop.
- Disseminate and analyze evaluation materials after workshop.

Phase 4: Second In-Person Facilitation

- Develop workshop-specific agendas, slides, facilitation guides, and other workshop resources as needed in conjunction with planning committee.
- Coordinate and facilitate where appropriate preparatory sessions for workshops.
- Prepare a list of resources to be printed and or delivered to the workshop sites by NACCHO.
- Facilitate in-person workshop.
- Draft and distribute any relevant follow-up materials generated during workshop.

Phase 5: Post-Workshop Activities

- Disseminate and analyze evaluation materials after the workshop and compare results to the first workshop.
- Provide brief written report that summarizes key themes, lessons learned, and recommendations for the future of the Principles of Adult Learning and IPC Fundamentals courses.
- Create three supplementary resources for the courses to assist LHD representatives delivering training to healthcare facility partners.

NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:

- provide direction regarding the workshop schedules, strategy, and participant list;
- liaise with workshop participants and conferences on administrative and logistical information;
- secure travel for workshop participants and facilitators;
- contract with hotels and other venues as necessary to host the workshops;
- provide feedback on agendas, facilitation guides, and other workshop or post-workshop resources;
- print and ship materials to workshops; and
- attend each meeting and provide staff to support workshop set-up and as necessary, facilitation.

Method of Payment

NACCHO will pay the selected contractor up to \$75,000 in a series of installments, based on a schedule of deliverables. Payments will be made upon receipt and approval of deliverables.

Deliverables

The 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.

Invoices due by or before	Deliverable Description	Deliverable Submission	Payment Schedule (% of Total Budget)
Phase 1 activities: March 31st, 2025 <i>Total Work: 20%</i>	1a. Lead a small planning committee including NACCHO program staff and relevant CDC staff. In coordination with NACCHO to determine frequency of conference calls and roles of committee members.	1) Short summary of planning goals 2) Project timeline that includes call schedule and committee roles	14%
	1b. With interested parties design two workshop agendas based on the needs of each workshop.	1) Two draft workshop agendas	5%
	1c. Support initial communication with the participants (draft invitation of workshop announcement posts).	1) Blog post language for NACCHO website	1%
Phase 2 activities: April 30th, 2025 <i>Total Work: 5%</i>	2a. Develop the evaluation tool and work with NACCHO's Research and Evaluation team to review goals for the workshop's evaluations.	1) Workshop evaluation survey	3%
	2b. Coordinate and lead preparatory sessions.	1) List of calls and participants	2%
Phase 3 activities: May 31st, 2025 <i>Total Work: 25%</i>	3a. Develop workshop-specific agendas, slides, facilitation guides, tech guidance, and other workshop resources as needed with planning committee.	1) Internal annotated agenda with facilitation guides 2) Participant packets	3%
	3b. Facilitate first in-person workshop.	1) Final participant agenda 2) Final facilitation guide	19%
	3c. Draft and distribute any relevant follow-up materials generated during workshop.	1) Post-workshop email to participants	1%
	3d. Disseminate and analyze evaluation materials after the first workshop.	1) Brief summary of evaluation data	2%
Phase 4 activities: July 31st, 2025 <i>Total Work: 24%</i>	4a. Develop workshop-specific agendas, slides, facilitation guides, tech guidance, and other workshop resources as needed with planning committee.	1) Internal annotated agenda with facilitation guides 2) Participant packets	3%
	4b. Coordinate and lead preparatory sessions.	1) List of calls and participants	2%
	4c. Facilitate second in-person workshop.	1) Final participant agenda 2) Final facilitation guide	19%

Phase 5 activities: August 31st, 2025 <i>Total Work: 26%</i>	5a. Disseminate and analyze evaluation materials after the second workshop.	1) Brief summary of evaluation data from second workshop and compare results to first workshop.	3%
	5b. Provide brief written report that summarizes key themes, lessons learned, and recommendations for the future of the courses.	1) Written report	6%
	5c. Create three supplementary resources for the courses to assist LHD representatives delivering training to healthcare facility partners.	1) Three resources that can be easily distributed and shared with LHD representatives	18%

IV. Proposal Criteria

The proposal must outline the following content:

A. Cover Page – Include relevant background and contact information.

B. Proposal Narrative

- a. **Organizational Background** – Describe your organization's mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP.
- b. **Qualifications & Experience** – Describe your qualifications and experience providing similar goods or services related to meeting design and facilitation, as required in this RFP. Provide resume or CV of key personnel with sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFP (will not be counted towards page limit). Include any subject matter expertise related to infection prevention and control and adult learning principles.
- c. **Methodology** – Describe, in detail, your proposed methodology for meeting all project requirements, including facilitation approach for meetings and tools for planning in person meetings.
- d. **Project Deliverables & Timeline** – Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion.

C. Budget and Budget Narrative Proposal – Provide a line-item [budget](#), not to exceed \$75,000, that clearly outlines the dollar amount, percentage of total budget, and a [narrative cost justification](#) for each line item. You do not need to include travel costs to the workshops in April and July (NACCHO will cover those costs). If you have a question about inclusion of budget line items, please reach out to Jaclyn Abramson (jabramson@naccho.org).

a. **Respond to the following two questions at the end of the budget narrative:**

- i) Do you have prior experience in Federal Contracting? (Answer does not disqualify)
- ii) Have you completed a Single Audit? (Answer does not disqualify)

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

- a. [Vendor Information Form](#)
- b. [W-9](#)
- c. [Certification of Non-Debarment Form](#)
- d. Proof of active registration with SAM.gov in accordance and active DUNS number. Proof may include an email confirmation or screenshot. Note that registration with SAM.gov can take up to 30 days, so please register as soon as possible. Registration is free.
- e. Resumes/CVs for key staff members.

- f. 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).
- g. At least one example of previous work developed that demonstrates the capability to produce the work proposed through this RFP.

V. Submission Instructions

To submit proposals for this request, applicants should:

1. Review the requirements and expectations outlined in this RFP.
2. Read NACCHO's [standard contract](#) and provide a copy to the individual with signing authority in your organization, including any relevant financial or legal offices for advanced consideration. Selected organizations 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.
3. Submit an application that must include the following items to be deemed completed:
 - 1) Cover Page
 - 2) Proposal Narrative (3-5 pages) that includes the elements referenced above.
 - 3) Budget ([template provided](#)) and brief [budget narrative](#) (no more than 1 page).
4. Complete the required attachments referenced above.
5. Applications should be emailed to Jaclyn Abramson (jabramson@naccho.org) in one e-mail using the subject line "Facilitator for Infection Prevention and Control Training Workshops RFP" by 11:59 PM Eastern on 2/28/25. Submissions after this deadline will not be considered.
6. NACCHO will confirm receipt of all applications within two (2) business days; however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within two (2) business days, please email Jaclyn Abramson to follow-up. All applicants will be notified of their status on or around March 5th.

VI. 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 their (and that of the proposed project staff) relevant knowledge, skills, abilities, and experience.
- 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.
- NACCHO may reach out to applicants with questions or clarification.

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

The deadline for submission is February 28, 2025, by 11:59 pm Eastern Time.

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

Jaclyn Abramson
Senior Program Analyst, Infectious Disease
jabramson@naccho.org