



REQUEST FOR PROPOSALS
Overdose Response Strategy Pilot Project Technical Assistance
Meeting Facilitation
National Association of County and City Health Officials (NACCHO)

Date of release: January 25, 2022

Applications are due by 11:59 pm E.T. on February 11, 2022

Summary Information

Project Title: Overdose Response Strategy Pilot Project Technical Assistance Meeting Facilitation

Proposal Due Date and Time: 2/11/22

Selection Announcement Date: 2/18/22

Source of Funding: NACCHO

NOA Award No.: 5 NU38OT000306-04-00

Maximum Funding Amount: \$75,000

Estimated Period of Performance: 3/4/22 to 7/31/22

Point of Contact for Questions Regarding this Application: Audrey Eisemann, Sr. Program Analyst, Injury and Violence Prevention (aeisemann@naccho.org)

I. Project Background and Overview

The National Association of County and City Health Officials (NACCHO) represents the nation's nearly 3,000 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.

With support from Centers for Disease Control and Prevention (CDC), NACCHO funded six (6) pilot sites to build the evidence base for promising and best practices in overdose prevention at the intersection of public health and public safety in [Overdose Response Strategy](#) (ORS) states. The ORS is a public health and public safety collaboration between CDC and the Office of National Drug Control Policy's (ONDCP) High Intensity Drug Trafficking Area (HIDTA) program, supporting joint efforts to reduce overdose deaths at the local, state, and regional level. The ORS is implemented by state teams made up of Drug Intelligence Officers (DIO) and Public Health Analysts (PHA), who work together on drug overdose issues within and across sectors and states.

These pilot projects represent sites that are in different stages of their response to the overdose epidemic. Three (3) sites have received their first year of funding through this project and are considered Planning Sites. The other three (3) sites have previously received funding through this project and are building off of this work as Expansion Sites. These projects use a variety of strategies that address drug overdose prevention strategies that engage both local public health and public safety organizations and are implemented in collaboration with their ORS PHA. Their period of performance is October 27, 2021 – July 31, 2022.

NACCHO is pleased to offer a funding opportunity for a skilled facilitator to aid the six (6) ORS sites in strategic planning related to (1) developing and expanding public health and public safety partnerships and effectively engaging people with lived experience and (2) project implementation and sustainability through both in-person and virtual meetings. One award of up to \$75,000 is available. Selections will be made on or around February 18, 2022 and the project period will run from the date of contract execution to July 31, 2022. Applications must be submitted no later than 11:59 PM Eastern, February 11, 2022. All necessary information regarding the project and application process may be found in this Request for Proposal. Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing Audrey Eisemann (aeisemann@naacho.org).

SCHEDULE OF EVENTS:

Please note the following deadlines and events for this application and project:

Event	Date/Time
Submission Deadline	2/11/22
Award Notification Date	2/18/22
Anticipated Contract Start Date	3/4/22
First In-Person Meeting* with ORS Sites at Rx Summit	Either 4/18/22 or 4/21/22
Individual Virtual Check-Ins with ORS Sites	5/1/2022 – 7/18/22
Second In-Person Meeting* with ORS Sites at NACCHO 360 Conference	Week of 7/18/22
Anticipated Contract End Date	7/31/22

***Both in-person meetings are anticipated to be in Atlanta, GA and will be attached to conferences occurring at that time. NACCHO will cover all costs related to travel, per diem, accommodations, and registration, as needed, for the consultant to attend and facilitate these meetings. A maximum 2 staff for each meeting will be covered by NACCHO, but additional staff can be requested and approved on an ad hoc basis through discussions with CDC and NACCHO. The decision to proceed with in-person meetings versus virtual will be informed by the community spread of COVID-19, status of Atlanta, GA's reopening metrics (atlstrong.org), and through discussions with the consultant, CDC, and NACCHO. If either in-person meeting is changed to a virtual meeting, the consultant is expected to adapt the agenda and facilitation, as needed, to best fit the virtual environment.**

Contingent on CDC approving a no cost extension, the project may continue (with a contract modification) beyond July 31, 2022.

II. Eligibility and Contract Terms

This RFP is open to all qualified contractors.

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 has provided a copy to the individual with signing authority at your organization for advanced consideration. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

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:

Prepare for In-Person and Virtual Technical Assistance and Meeting Facilitation

- Review the ORS pilot sites' application narratives, capacity assessments, workplans, evaluation plans, implementation protocols, and other relevant documents related to the projects;
- In collaboration with NACCHO, determine the in-person and virtual meeting schedules and agendas;

- Confirm a project timeline indicating the dates of each meeting and tasks and activities that need to be completed over the project period;
- Develop meeting-specific agendas, facilitation guides, and other meeting resources as needed in conjunction with CDC and NACCHO;
 - This will include 1-hour biweekly calls with NACCHO and CDC.
- Prepare list of resources to be printed and or delivered to each meeting site by NACCHO;

Facilitate In-Person Meetings

- Travel on-site to each meeting (NACCHO will fund this separately);
- Facilitate meetings in-person unless the decision is made by CDC, NACCHO, and the consultant to hold these meetings virtually based on COVID -19 health and safety considerations. If the meetings are virtual, the consultant will be expected to adapt all meeting materials to best fit a virtual environment;
 - The first meeting (April 2022) will focus on developing and expanding cross-sector public health and public safety partnerships and effectively engaging people with lived experience throughout the lifecycle (planning, implementation, expansion, evaluation, etc.) of a program.
 - The second meeting (July 2022) will focus on project implementation and sustainability.
- Provide brief written reports that summarize each meeting, including key themes, lessons learned, and recommendations for the future.

Facilitate Individual Virtual Check-Ins with ORS Sites

- Facilitate individual virtual check-ins with the six (6) ORS sites;
 - The virtual check-ins will be held between the two in-person meetings in April 2022 (focus on public health-public safety partnerships and engaging people with lived experience) and July 2022 (focus on project implementation and sustainability) and should be used to identify the strengths and needs of the ORS sites to inform the July 2022 in-person meeting.
- Provide meeting minutes from each virtual check-in and one written report that summarizes key themes, lessons learned, and future technical assistance needs, as well as and site-specific recommendations for sustainability planning for each site – six (6) total.

Sustainability Resource for Overdose Response and Prevention Pilot Programs

- In conjunction with NACCHO and CDC, the consultant will develop a resource to support the pilot sites in long-term sustainability planning. This will be informed by the meetings with the ORS sites, as well as existing resources in the field to avoid duplication.

NACCHO staff will:

- Serve as a resource to the contractor to ensure adequate completion of the SOW and achievement of project goals;
- Provide the ORS pilot sites' application narratives, capacity assessments, workplans, evaluation plans, implementation protocols, and other relevant documents related to projects
- Liaise with meeting participants and conference on administrative and logistical information;
- Secure travel for meeting participants and consultant(s);
- Contract with hotels and other venues as necessary to host the meetings;
- Provide feedback on agendas, facilitation guides, and other meeting resources;
- Print and ship materials to meetings; and
- Attend each meeting and provide staff to support meeting set up and facilitation.

Method of Payment

NACCHO will pay the selected the contractor in a series of installments of up to \$75,000, based on a schedule of deliverables. Payments will be made upon receipt of deliverables. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

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.

Primary Task/Deliverable	Documentation	Payment Schedule	
1. April In-Person Meeting - Develop agenda, facilitation guides, and facilitate the in-person meeting. - Provide post-meeting report.	1.1 Draft agenda and facilitation guides	5% of funding	Invoice #1 due date TBD
	1.2 Final agenda and facilitation guides	10 % of funding	
	1.3 Post-meeting report	5% of funding	
2. Virtual Light Touch Technical Assistance - Develop plan for meetings with pilot sites (six total; one for each site) to supplement the work of the in-person meetings. - Develop agenda, facilitation guides, and facilitate virtual meetings with sites. - Provide post-check-in report and meeting minutes from each check-in.	2.1 Draft agenda and facilitation guides	5% of funding	Invoice #2 due date TBD
	2.2 Final agenda and facilitation guides	10 % of funding	
	2.3 Post-check-ins report and meeting minutes from six (6) virtual check-ins	10% of funding	
3. Sustainability Resource for Overdose Response and Prevention Pilot Programs - Draft - Draft a resource that supports the ORS pilot sites in long-term sustainability planning.	3.1 Draft sustainability resource.	15% of funding	Invoice #3 due date TBD
4. July In-Person Meeting - Develop agenda, facilitation guides, and facilitate the in-person meeting. - Provide post-meeting report.	4.1 Draft agenda and facilitation guides	5% of funding	Invoice #4 due date TBD
	4.2 Final agenda and facilitation guides	10 % of funding	
	4.3 Post-meeting report	5% of funding	
5. Sustainability Resource for Overdose Response and Prevention Pilot Programs - Final - Incorporate feedback and revise a resource that supports the ORS pilot sites in long-term sustainability planning.	5.1 Final sustainability resource.	20% of funding	Invoice #5 due date TBD

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 (10 pts)** – Describe your organization mission and structure, and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - b. **Qualifications & Experience (20 pts)** – Describe your qualifications and experience providing similar goods or services related to facilitation and strategic planning, as required in this RFP. Provide resume or CV of sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFP. Include your experience in the overdose response and prevention field and your experience working across multisectoral systems.
 - c. **Methodology (30 pts)** – Describe, in detail, your proposed methodology for meeting all project requirements, including facilitation approach for meetings with leadership and facilitation approach/tools for strategic planning meetings in-person.
 - d. **Project Deliverables & Timeline (20 pts)** – 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 (20 pts)** – 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. Please restrict costs to labor. Supplies, travel, and other project needs will be provided by NACCHO, as needed. If you have a question about inclusion of other budget line items, please reach out to Audrey Eisemann (aeisemann@naccho.org).
 - a. 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.
 - b. Funding restrictions specified in the NOA are attached below as Appendix A. In addition, telecommunication expenses; food and beverages; or incentives are also unallowed.
 - c. **Respond to the following two questions at the end of the budget narrative:**
 - i. Do you have a 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. [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 \$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).
 - 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 for the entity that would be contracting with NACCHO, including any relevant financial or legal offices for advanced consideration. The selected consultant 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:
 - a. Cover Page
 - b. Proposal Narrative (3-5 pages) that includes the elements referenced above
 - c. Budget ([template](#)) brief budget narrative ([template](#)).
4. Complete the required attachments referenced above
5. Applications should be emailed to Audrey Eisemann (aeisemann@naccho.org) in one e-mail using the subject line "Overdose Response Strategy Pilot Project Technical Assistance Meeting Facilitation RFP" by 11:59 PM Eastern on February 11, 2022. 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 Audrey Eisemann to follow-up. All applicants will be notified of their status on or around February 18, 2022.

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 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.

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 11, 2022, by 11:59 pm Eastern Time.

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

Audrey Eisemann
Senior Program Analyst, Injury & Violence Prevention
aeisemann@naccho.org

APPENDIX A

List of unallowable costs

Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. NACCHO reserves the right to request a revised cost proposal, should CDC determine applicant's proposed cost as unallowable. Restrictions that must be considered while planning the programs and writing the budget:

1. Naloxone/Narcan and syringes. Harm reduction and linkage to care activities are acceptable as long as they are not prohibited purchases.
2. HIV/HCV/other STD/STI testing.
3. Drug disposal. This includes Implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
4. The provision of medical/clinical care.
5. Wastewater analysis, including testing vendors, sewage testing and wastewater testing.
6. Direct funding or expanding the provision of substance abuse treatment.
7. Recipients may not use funds for clinical care except as allowed by law.
8. Recipients may not use funds for research.
9. Development of educational materials on safe injection.
10. The prevention of Adverse Childhood Experiences (ACEs) as a stand-alone activity. However, activities related to ACEs are allowable if they pertain to establishing linkage to care, or to providing training to public safety and first responders on trauma-informed care.
11. Incentives such as gift cards.
12. Vehicles.
13. Funds can be used to support training and education around Medication-Assisted Treatment (MAT) waivers; however, funds cannot be used to pay for fees associated with providers obtaining waived status. This applies to both direct reimbursements and contracts.
14. Certain activities that cover neonatal abstinence syndrome (NAS) surveillance are unallowable. In particular, funding the collection of NAS surveillance data is unallowable, however, using existing data to support NAS-related prevention activities (i.e., linkage to care) may be allowable.
15. Public safety activities that do not include clear overlap/collaboration with public health partner and objectives.
16. Food and beverage requests will be approved on a case-by-case basis and will require the submission of further documentation.
17. Prohibition on certain telecommunications and video surveillance services or equipment (Pub. L. 115-232, section 889): Recipients and subrecipients are prohibited from obligating or expending grant funds (to include direct and indirect expenditures as well as cost share and program funds) to:
 1. Procure or obtain,
 2. Extend or renew a contract to procure or obtain; or
 3. Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment. iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country. President's Emergency Plan for AIDS Relief (PEPFAR) funding is exempt from the prohibition under Pub. L. 115-232, section 889 until September 30, 2022. During the exemption period, PEPFAR recipients are expected to work toward implementation of the requirements
18. Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
19. Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration. There are many rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.
20. Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
21. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
- o publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - o the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action,
 - o or Executive order proposed or pending before any legislative body