

**REQUEST FOR PROPOSALS**  
**Subject Matter Expertise for Partnerships Meeting**  
**Due by COB ET 12/20/16**

**Background:**

The National Association of County and City Health Officials (NACCHO) seeks a consultant to provide support and subject matter expertise to NACCHO in planning and implementing a 1.5 day in-person meeting in Washington, D.C. of local health departments, non-profit hospitals and faith-based organizations.

**Brief Description of NACCHO:**

NACCHO is comprised of nearly 3,000 Local Health Departments across the United States. Together, we form an organization focused on being a leader, partner, catalyst, and voice for change for local health departments around the nation. As the national voice for Local Health Departments, NACCHO supports efforts that protect and improve the health of all people and all communities by promoting national policy, developing resources and programs, seeking health equity, and supporting effective local public health practice and systems.

**Project Goals and Available Funding and Contract Description**

**Goal:** The goal of this project is to support preparation for and implementation of an in-person meeting bringing together local health departments, non-profit hospitals and faith-based organizations. The 1.5 day meeting in May 2017 will take place in Washington, D.C., and intends to enhance the local capacity for public health partnerships with traditional and non-traditional partners by increasing the knowledge, skills and abilities of local health departments and other organizations to work together to address the social determinants of health in community health improvement planning processes.

**Available Funding:**

NACCHO will issue one award of up to \$8,000 for this project. Payment will be remitted in two installments – in February 2017 and May 30, 2017, upon submission of deliverables/work.

**Contract:**

Contracts will be issued for goods and services. The selected applicant will enter into a contract with NACCHO to complete the deliverable(s) specified in the application. Due to the relatively short timeframe of the project, agreement to contract with NACCHO under its standard contract terms and conditions is a requirement. No modifications to the terms or contract language will be made.

**Application Requirements:**

1. Review the requirements and expectations outlined in this RFP.
2. Submit a proposal, as a PDF file, to Reena Chudgar, [rchudgar@naccho.org](mailto:rchudgar@naccho.org). No applications will be accepted by mail or fax. Applications received after the deadline will not be considered for funding.  
**Applications are due by COB 12/20/16.**
3. Include, in the proposal, the following information:
  - a. Organization/Individual qualifications/experience: Describe how you/your organization is qualified to and meets the requirements sought in the RFP.

- b. Scope of Work: Provide a realistic timeline of proposed deliverables, associated activities, timeline, associated staff, and cost for each deliverable – consider using a table format for the scope of work. The Scope of Work should incorporate expectations of consultant as described in the section below.
  - i. Travel and attendance costs for one person should be included in the overall proposed Scope of Work and associated total cost.
  - ii. Deliverables should be delineated by payment period (i.e., what will be submitted/completed by February 2017 and by May 30, 2017 to align with the two payments).
- c. Submit resume/CV for each staff member involved as an attachment.

### **Expectations of consultant:**

The selected applicant will have a sophisticated and in-depth knowledge of faith-based organization efforts to advance public health across the U.S. NACCHO expects the consultant to:

- Participate in monthly planning calls leading up to the in-person meeting.
- Provide background on previous faith community efforts to address public health problems in collaboration with local health departments.
- Provide input towards design, training and facilitation of the in-person meeting. The planning phase will participant and facilitator agenda development, identifying and inviting participants, developing content, and promoting the meeting. The consultant will support identification of meeting participants from the desired sectors, and in particular faith-based organization contacts.
- Travel to/from Washington D.C. for the in-person meeting.
- Participate, as needed, in a half-day training of facilitator assistants immediately before the in-person meeting.
- Co-facilitate the one and one-half day in-person meeting. Support for logistics and note taking during the in-person meeting will be required.
- Participate in one follow-up call after the in-person meeting to discuss evaluation and next steps.
- Submit interim and final deliverables and invoice NACCHO on February 10, 2017 and May 30, 2017 for payment.

### **Selection Process:**

Each application will be reviewed and rated on the following information:

- **Understanding Project Purpose:** Applicant has a clear understanding of the project goals.
- **Scope of Work:** Proposed Scope of Work describes a clear, feasible, appropriate, detailed and supportable plan to effectively meet goals of the project.
- **Experience of Organization/Consultant:** Applicant and key staff have subject matter expertise and experience in facilitating meetings with a diverse group of participants.

**Applicants will be notified by December 30, 2016.**