

# NACCHO

National Association of County & City Health Officials

## REQUEST FOR PROPOSALS

**Blueprint Technical Assistance Consultants:**  
*Breastfeeding Data or Equity/Social Determinants of  
Health*

National Association of County and City Health Officials (NACCHO)

**Due by November 6, 2023, at 11:59 PM PST**

## Summary Information

**Project Title:** Blueprint Technical Assistance Consultants: Breastfeeding Data or Equity/Social Determinants of Health

**Proposal Due Date and Time:** November 6, 2022, at 11:59 PM PST

**Selection Announcement Date:** November 10, 2022

**Source of Funding:** Centers for Disease Control and Prevention (CDC)

**NOA Award No.:** 5 NU38OT000306-04-00

**Maximum Funding Amount:** \$10,000 per consultant

**Estimated Period of Performance:** December 1, 2022 – July 31, 2023

**Point of Contact for Questions Regarding this Application:** [breastfeeding@naccho.org](mailto:breastfeeding@naccho.org)

### OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments 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. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

In August 2021, NACCHO launched the Continuity of Care in Breastfeeding Support Blueprint. The Blueprint developed with a public health lens, aims to increase local capacity to implement community-driven approaches to support chest/breastfeeding, centered on the needs of populations disproportionately impacted by structural barriers that leads to low rates of breastfeeding. The goal of this resource is to ensure that chest/breastfeeding support services are continuous, accessible, and coordinated, and that community spaces are consistently supportive of chest/breastfeeding families. This resource is intended for any local-level organization and individual that interacts with pregnant and postpartum families.

As part of the Community Partners Implementing the Blueprint: continuity of Care in Breastfeeding Support project, NACCHO is supporting the implementation of the Blueprint by local-level organizations working communities with historically low rates of chest/breastfeeding, NACCHO is currently selecting five local-level organizations to work in collaboration with community partners to implement at least four of the Blueprint recommendations and develop at least one related resource. This project period is from November 1, 2022, to July 31, 2023. Through individual and group calls, grantees will receive technical assistance and resources needed for their implementation. All grantees are working in historically oppressed communities with the goal of addressing continuity of care gaps and increasing chest/breastfeeding equity.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity for up to two (2) consultants to advance Blueprint Recommendation 4 and Recommendation 6. Consultants will support the selected recommendation by providing technical assistance to the selected project grantees, participate as a subject matter expert in a minimum of one

national webinar, and develop a resource to facilitate implementation of selected recommendations.

### **SCHEDULE OF EVENTS**

Selections will be made by November 10, 2022, and the project period will run from the date of contract execution, tentatively December 1, 2022 to July 31, 2023. Applications must be submitted **no later than November 6, 2022, at 11:59 PM PST**. All necessary information regarding the project and application process may be found in this Request for Proposal (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing [breastfeeding@naccho.org](mailto:breastfeeding@naccho.org).

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

Event	Date/Time
<b>Submission Deadline</b>	November 6, 2022, 11:59 PM PST
<b>Award Notification Date</b>	November 10, 2022
<b>Anticipated Contract Start Date</b>	December 1, 2022 (or at time of contract execution)
<b>Anticipated Contract End Date</b>	July 31, 2023

### **PROJECT OVERVIEW, GOALS & TECHNICAL REQUIREMENTS**

The Maternal, Child, and Adolescent Health (MCAH) team at NACCHO is seeking up to two consultants to provide technical assistance (TA) and develop resources for the [Continuity of Care in Breastfeeding Support: A Blueprint for Communities](#) on the implementation of local chest/breastfeeding support programs. NACCHO will provide up to \$10,000 for up to two (2) consultants to support these activities (\$10,000 for each consultant).

#### **Blueprint Recommendations**

Listed below are the two (2) Blueprint Recommendations NACCHO is looking to support through this RFP. Consultants should demonstrate subject matter expertise for the recommendation they are applying to help advance one or both recommendations. To see the full list of recommendations and strategies, visit: <http://www.breastfeedingcontinuityofcare.org/>.

**Blueprint Recommendation 4:** *Develop a shared community breastfeeding database system to track infant feeding consistently for community health collective impact efforts.*

- Consultants should have proven experience developing database systems and local dashboards, working with data collection, building consensus with partners to standardizing metrics and indicators with stakeholders, preferably those related to local infant feeding data. Familiarity with Electronic Health Records (EHR) systems and collective impact approach are a plus.

**Blueprint recommendation 6:** Provide family-centered lactation care that is responsive to the intersectionality of families’ multiple identities, their social determinants of health, and other factors impacting their infant feeding journey.

- Consultants should have proven experience working with lactation support approaches that center equity, cultural humility, family-centered care and especially those that address social determinants of health within historically neglected communities.

**Scope of Work**

Through this RFP, NACCHO is seeking two (2) consultants with demonstrated experience in providing TA on local chest/breastfeeding programs and services to communities related to specific Blueprint recommendations. The period of performance shall begin upon execution of the contract and run through **July 31, 2023**. Each applicant must select the recommendation for which they are applying and identify one area of training or technical assistance (T/TA) expertise of the Continuity of Care (CoC) Blueprint in the proposal. The following outlines the activities and deliverables to be produced by the consultant:

- Provide at least 15 hours of virtual, individual and group T/TA on implementation of local chest/breastfeeding support programs to local organizations on one the following areas:
  - Blueprint Recommendation 4: Develop a shared community breastfeeding database system to track infant feeding consistently for community health collective impact efforts
  - Blueprint Recommendation 6: Provide family-centered lactation care that is responsive to the intersectionality of families’ multiple identities, their social determinants of health, and other factors impacting their infant feeding journey
- Develop at least one toolkit or resource on chest/breastfeeding continuity of care tailored to the T/TA topic area selected in collaboration with NACCHO. CoC tools and resources may include but are not limited to: universal screening for social determinants of health that influences infant feeding, cultural humility in lactation toolkit, messaging guide, lactation equity training program, hand-off protocol and referral network procedures, social marketing campaign instructional guide, local infant feeding streamline database templates, or infant feeding dashboard
- Identify existing stories, resources, tools and material gaps related to the T/TA topic area selected to be uploaded to the [www.breastfeedingcontinuityofcare.org/blueprint](http://www.breastfeedingcontinuityofcare.org/blueprint) website.
- Assist with planning, coordination and presentation of a national webinar (Blueprint Webinar Series facilitated by NACCHO) related to the recommendation selected.
- Meet with NACCHO on a regular basis through monthly calls to learn of project updates and receive feedback on progress by NACCHO.

**Deliverable Schedule**

Invoice #	Deliverable	Amount
I	Progress report outlining summary of Individual and group TA calls <i>At least six (6) documented hours</i>	\$3,000
II	Progress report outlining summary of Ongoing TA and One training webinar and documented stories/resources identified <i>At least six (6) documented hours</i>	\$3,000

III	Final report outlining remaining TA <i>At least three (3) documented hours</i> At least one toolkit or resource to support the implementation of Recommendation 6	\$4,000
-----	---	---------

**Method of Payment**

NACCHO will pay the selected consultant in three (3) installments upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

**NACCHO Support**

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 background information related to the project, including access to NACCHO reports, data, and other resources necessary to complete the tasks above.
- Provide access and use of NACCHO conference lines to conduct webinars and calls.
- Provide access to an electronic survey account (NACCHO's Qualtrics account).
- Provide direct technical assistance for completion of tasks, including periodic webinars and phone or e-mail consultations.

**Available Funding**

NACCHO will issue up to two (2) award(s) for the contributions to Blueprint Recommendations and T/TA described above, providing up to \$10,000 per recommendation, totaling up to \$20,000. Applicants are to specify which recommendation(s) for which they are applying and provide a budget detailing costs for the total amount applied for (Application Requirements: Line-item Budget and Narrative). Payment will be remitted in three (3) installment(s), upon submission and satisfactory completion of contracted deliverables.

**ELIGIBILITY**

This RFP is open to any individuals and organizations with subject matter expertise in the proposed content areas. The consultants may work with other consultants (such as graphic-design vendors or firms) to complete the work. However, NACCHO will only contract with and provide funds to one consultant.

**CONTRACT TERMS**

Agreement with NACCHO standard contract terms and conditions is required. **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 found in [Appendix A](#) and have provided a copy to the individual with signing authority at your organization for advanced consideration. \*For applicants in Florida or Texas, NACCHO has specific contract language to fit state requirements.

Applicants should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

## **PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA**

*The proposal narrative must outline the following content:*

- A. Applicant Information/Cover page
  - a. Organization Name, Street Address, City/State/Territory, Zip
  - b. Lead project contact (designated project contact for all matters pertaining to the project): Name, email, phone
  - c. Lead finance contact (designated finance contact for all matters pertaining to processing contracts and invoices): Name, email, phone
- B. Project Narrative (not to exceed 3 pages) that includes:
  - a. Work Plan - The proposal includes a clear, feasible, appropriate, and detailed plan to effectively meet the goals and deliverables of this project and includes (1) a detailed approach for providing T/TA, and (2) a description of proposed resources that could be developed for the selected recommendation.
  - b. Project Timeline- The proposal includes a detailed and realistic timeline for the project period, with all deliverables completed by the dates referenced.
- C. Resume or capability statement that demonstrates the consultant/organization's experience and details the applicant's experience providing T/TA for communities and the development of resources, including chest/breastfeeding if applicable.
- D. One work sample, such as a presentation, related resource for local-level organizations, data-set example, marketing, or communication tool(s), etc.
- E. One reference letter from a partner or a recipient that the applicant has provided training or TA to. Note: the letter of reference should speak to the quality of the training received or TA provided and not the confidential details of the engagement.
- F. Line-item budget and narrative, not to exceed \$10,000 for each recommendation:
  - a. Budget proposal and accompanying budget narrative that explains each line-item including hours expected to work on project and other cost breakdowns as applicable.
  - b. Respond to the following two questions at the end of the budget narrative (the response to these questions will not be used to score application):
    1. Do you have prior experience in Federal Contracting?
    2. Have you completed a Single Audit?
- G. Attachments
  - a. Budget justifying the proposed expenses that are appropriate for the purposes of the deliverables not to exceed \$10,000. Please use the [Budget Template](#) with narrative. Include proof of the hourly rate, if providing one, in the form of a prior invoice or other proposal. Funding restrictions- see [Appendix B](#)
  - b. Complete and submit the [Vendor Information Form](#).
  - c. Submit a [W-9](#). Dated within the past year.
  - d. Complete and submit the [Certification of Non-Debarment](#).
  - e. Provide active proof of SAM Registration. Note that NACCHO cannot execute contracts with individuals who do not have SAM.gov registration. If you do not have this, please request it as soon as possible, as the process takes up to 30 days. Registration is free.

### **Selection Criteria**

Each proposal will be reviewed and rated on the following elements:

- Relevant personal experience: Applicant has clearly documented their subject matter

expertise and experience in the proposed content area. Subject expertise includes chest/breastfeeding support and knowledge of and experience working with communities.

- Understanding of the project purpose and goals: Application has a clear understanding of the project goals and deliverables.
- Budget: The proposal includes a detailed line-item budget justifying the proposed expenses that are appropriate for the purposes of the deliverables.
- Completeness of application: Applicant has followed instructions and included all required documents.

### **SUBMISSION INSTRUCTIONS**

Applications for the Blueprint Technical Assistance Consultants: Breastfeeding Data or Equity/Social Determinants of Health project should use single-spaced, Times New Roman, 12-point font, with 1" margins. Applicants should:

1. Review the requirements and expectations outlined in this RFP.
1. Submit the proposal via email in PDF format to [breastfeeding@naccho.org](mailto:breastfeeding@naccho.org) in one e-mail **by 11:59 PM PST on November 6, 2022**. Submissions after this deadline will not be considered. **Please use the subject line "Blueprint Consultant RFP: Recommendation (4 and/or 6)."**
2. Read NACCHO's standard contract ([Appendix A](#)) 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. If selected, the candidate 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. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. All applicants will be notified of their status on or around November 10, 2022. If you do not receive confirmation within 2 business days, or have any questions, please contact [breastfeeding@naccho.org](mailto:breastfeeding@naccho.org).

**APPENDICES:**

**Appendix A: Sample Contract Template**

NACCHO CONTRACT #2021-\_\_\_\_\_

**CONTRACTOR AGREEMENT**

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and *[insert name of Contractor]* (hereinafter referred to as “Contractor”), with its principal place of business at *[insert mailing address of Contractor]*.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

**ARTICLE I: SPECIAL PROVISIONS**

1. **PURPOSE OF AGREEMENT:** Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of GRANT # , CFDA # , as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. **TERM OF AGREEMENT:** The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. **PAYMENT FOR SERVICES:** In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$ ##### *(enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid.* All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Two invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			



*(insert time increment). (May be "monthly" or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).*

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first-class mail, at the address for *the giving of notices as set forth in Section 23* of this Agreement. Any changes of payment method would require a modification signed by both parties. *The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.*

## ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.

5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.

11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to 2 CFR 200 Subpart C, Contractor will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in

connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

20. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
  
21. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing."
  
22. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
  
23. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:  
National Association of County and City  
Health Officials  
Attn: \_\_\_\_\_  
[Name of Program Staff]  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) \_\_\_\_\_  
Fax (202) 783-1583  
Email: \_\_\_\_\_@naccho.org

With a copy to:  
National Association of County and City  
Health Officials  
Attn: Ade Hutapea, LL.M., CFCM, CCCM  
Director, Contracts  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) 507-4272  
Fax (202) 783-1583  
Email: [ahutapea@naccho.org](mailto:ahutapea@naccho.org)

FOR CONTRACTOR:

*(Name and address of Contractors Contract  
Officer or Designee, including telephone and fax.)*

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Jerome Chester

Name: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID No.:

DUNS No.: \_\_\_\_\_

## **Appendix B:**

### **Unallowable costs**

1. Funds for clinical care except as allowed by law.
2. Recipients may not use funds for research.
3. Incentives such as gift cards.
4. Vehicles.
5. Food and beverage requests will be approved on a case-by-case basis and will require the submission of further documentation.
6. 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:
  - a. Procure or obtain,
  - b. Extend or renew a contract to procure or obtain; or
  - c. 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
7. Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
8. 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.
9. Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
10. 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
11. Funding restrictions stated in [CDC-RFA-OT18-1802](#) apply