



REQUEST FOR PROPOSAL
Local Infection Prevention and Control Summit Meeting Planning
National Association of County and City Health Officials
(NACCHO)

Date of release: October 16th, 2023
***Applications are due by 11:59 pm E.T. on November 10, 2023**

Summary Information

Project Title: Local Infection Prevention and Control Summit Meeting Planning

Proposal Due Date and Time: 11/10/23 by 11:59 PM ET

Selection Announcement Date: 11/22/23

Source of Funding: NACCHO

NOA Award No.: 6 NU38OT000306-02-09

Maximum Funding Amount: \$125,000

Estimated Period of Performance: 12/4/23 to 6/30/24

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 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.

NACCHO is proud to be a partner of [CDC's Project Firstline](#), a comprehensive infection control program designed to help prevent the spread of infectious disease in U.S. healthcare settings through promotion of infection prevention and control (IPC) practices. Project Firstline is a collaborative committed to preparing the public health workforce and frontline healthcare workers to protect themselves, their patients, and their communities from infectious disease threats. Project Firstline offers resources, training, and capacity building for accurate and effective implementation of IPC practices, with topics ranging from hand hygiene to personal protective equipment to vaccination. The focus of NACCHO's Project Firstline work is to build the capacity of local health departments (LHDs) to deliver training and education to healthcare facility partners in their community by developing and promoting tools and resources related to IPC activities.

To support these efforts and build LHD capacity for training healthcare facility staff, NACCHO is pleased to offer a funding opportunity for a skilled meeting planner for a large (200-250) person 2–3-day meeting to be held in the Spring of 2024 (location and exact dates TBD). This meeting will bring together LHD representatives to improve their state and local coordination for IPC response and practices in healthcare settings.

Selections will be made 11/22/23 and the project period will run from the date of contract execution to 6/30/24. Applications must be submitted no later than 11:59 PM Eastern, November 10, 2023. 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 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: Planning and Design

- Lead a small planning committee including the program leads 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 meeting.
- Work with NACCHO's Research and Evaluation team to scope and develop evaluation questions or goals for meeting evaluation.
- With NACCHO, CDC, partners, speakers and consultants, design the agenda (could include abstract submission process) based on the needs of each program.
- Support initial communication with the participants (draft invitation, registration site, abstract submission process).
- Develop a project timeline indicating the dates of each planning meeting and 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.
- Develop meeting-specific agendas, slides, facilitation guides, and other meeting resources as needed in conjunction with planning committee.
- Coordinate and facilitate where appropriate preparatory sessions for meeting speakers and facilitators.
- Prepare a list of resources to be printed and or delivered to the meeting site by NACCHO.

Phase 2: In Person Facilitation

- Facilitate an in-person meeting.
- Develop the evaluation tool.
- Liaise with the venue for facilitation logistics.
- Hold debrief sessions after each day with planning committee as needed to adjust agenda.

Phase 3: Post-Meeting Activities

- Draft and distribute any relevant follow-up materials generated during the meeting.
- Hold a post-meeting call with the planning committee.
- Provide brief written report that summarizes key themes, lessons learned, and recommendations for the future.

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 thought leadership regarding the meeting schedule, strategy, and participant list;
- liaise with meeting participants and conference on administrative and logistical information;

- secure travel for meeting participants and speakers;
- contract with hotels and other venues as necessary to host the meeting;
- 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 as necessary, facilitation.

Method of Payment

NACCHO will pay the selected contractor in a series of installments of up to \$125,000, based on a schedule of deliverables. Payments will be made upon receipt 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: February 28 th , 2024	1a. Lead a small planning committee including the leads of each program 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	15%
	1b. With interested parties design the agenda (could include abstract submission process) based on the needs of each program.	1) Draft large convening agenda	10%

	1c. Support initial communication with the participants (draft invitation, registration site, abstract submission process).	1) Summary of communications with participants	5%
Phase 2 activities: April 30th, 2024	2a. Develop meeting-specific agendas, slides, facilitation guides, tech guidance, and other meeting resources (information on participants, speakers) as needed with planning committee.	1) Internal annotated agenda with facilitation guides 2) Participant packets	10%
	2b. Coordinate and lead preparatory sessions for meeting speakers and facilitators.	1) List of calls and participants	15%
Phase 3 activities: May 31st, 2024	3a. Facilitate an in-person meeting.	1) Final participant agenda 2) Final facilitation guide	30%
	3b. Work with NACCHO's research and evaluation team to develop a meeting evaluation tool.	1) Meeting evaluation survey	3%
Phase 4 activities: June 30th, 2024	4a. Draft and distribute any relevant follow-up materials generated during the meeting.	1) Post-meeting email to participants	5%
	4b. Hold a post-meeting call with the planning committee.	1) Meeting agenda	1%
	4c. Provide brief written report that summarizes key themes, lessons learned, and recommendations for the future.	1) Meeting agenda 2) Written report	6%

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 experience in infection prevention and control or adjacent fields.
- 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 \$125,000, 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 meeting in April (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 Jaelyn Abramson (jabramson@naccho.org) in one e-mail using the subject line "IPC State and Local Coordination Summit Meeting Planning and Facilitation RFP" by 11:59 PM Eastern on 11/10/23. 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 Jaelyn Abramson to follow-up. All applicants will be notified of their status on or around November 22nd.

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 November 10, 2023, 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