

## Frequently Asked Questions: RFP for LHDs Informing the Evolution of PHEP Part 2

- **The RFP scope of work references 3 rural PHEP SME workgroup meetings, does NACCHO have a preferred format for these meetings – virtual, in-person or a hybrid model that incorporates both?**
  - In keeping with the format of traditional NACCHO workgroups, the three workgroup meetings will be virtual.
- **Regarding the development of the rural-specific PHEP capabilities, will the updated PHEP capabilities be included in future iterations of the CDC PHEP Capability guidance?**
  - It is unknown at this time.
- **How many funding awards does NACCHO hope/intend to distribute for this RFP?**
  - One (1) Consultant will be selected.
- **Are PHEP staff from LHDs from frontier counties eligible to apply?**
  - Per the eligibility criteria, LHDs can apply but must demonstrate the capacity to perform the activities.
- **What is the estimated number of LHDs participating in the needs assessment?**
  - A minimum of ten (10) LHDs.
- **Will NACCHO assist with identification and recruitment of rural LHDs for needs assessment?**
  - Yes.
- **If in-person, will regional/local organizations host the 5 regional listening sessions?**
  - Undetermined; locations will be discussed after selection.
- **Should cost for space to host the regional listening sessions be included in the proposal budget or will space be arranged at no cost to the project?**
  - Cost for space is included in the project budget and should not be listed in the proposal budgets.
- **What's the anticipated max number of participants for the listening sessions?**
  - Anticipating 10-15 LHD representatives per listening session.
- **Are the listening sessions anticipated as a half, full, or multi day activities?**
  - Regional listening sessions are intended to be 1 full day meeting per location (approx. 8 hours).
- **Approximately how many rural health departments does NACCHO serve?**
  - Per the NACCHO profile, 61% of LHDs represent small communities.
- **The RFP states that a critical component of the statement of work is to “develop rural-specific PHEP capabilities.” Is NACCHO's (and CDC's) goal to have a document like the Public Health Preparedness and Response Capabilities National Standard just focused on the capabilities of Rural LHDs? Creating an entirely separate document may not be the best course of action because it creates an “us vs. them” mentality. This could potentially create even more division between rural and urban LHDs. We recommend producing a rural LHD supplement that CDC could attach to the current PHEP Capabilities National Standard. However, if that does not align with the goal, we will write our proposal to create a new document.**
  - The purpose is to support rural and frontier LHDs by developing a subset of the capabilities to assess what is achievable. The final format is open to discussion between NACCHO, the CDC, and awarded contractor.
- **The RFP states that the proposal must include conducting five regional listening sessions. Is the objective that the regional listening sessions are aimed at the stakeholders of PHEP in the region or the LHDs in the area? Our opinion would be to focus on the stakeholders and community in those regions since the SME group is all LHDs. This would round out the**

**information, assuring that the PHEP capabilities developed represented the voice of the community as well as the needs of the LHDs. However, if NACCHO only wants the proposal to focus on the LHD aspect, we can change course.**

- We are not opposed to adding other SMEs to the listening sessions however the focus should remain on the capacity with LHDs.
- **On the exact requirement as two above, if we will be focusing on the community, five sessions (one per region) may not be enough to get a good sense of the voice. We propose analyzing before selecting where and how to conduct the sessions to understand how best to gather the information. This may lead to having more than one per region, depending on their needs. If that is the case and the budget can handle it, is NACCHO opposed to having more than five sessions if it is appropriate for the region?**
  - For this RFP budget pricing purposes, assume five listening sessions however if the submitter would like to provide programmatic options you may include them in the narrative.