**REQUEST FOR PROPOSALS**

Project Title: Planning and Coordination of a Convening on Emergency Department Syphilis and Congenital Syphilis Screening Practices

Proposal Due Date and Time: 10/23/23, 11:59pm

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38OT000306-05-06

Funding Amount: Up to $75,000

Estimated Period of Performance: 10 months

Point of Contact for Questions: Rebekah Horowitz (rhorowitz@naccho.org)

**Applications must be submitted electronically to sti@naccho.org by 11:5pm on October 23rd, 2023.**

**Background**

The National Association of County and City Health Officials (NACCHO) represents nearly 3,000 local health departments (LHDs) across the United States. NACCHO’s vision is health, equity, and security for all people in their communities through public health policies and services. NACCHO’s mission is to be a leader, partner, catalyst, and voice for local health departments to ensure the conditions that promote health equity, combat disease, and improve the quality and length of all lives.

Rates of sexual transmitted infections (STIs) are high and rising rapidly in the United States. Reported cases of syphilis (all stages) have increased 74 percent since 2017, totaling more than 176,000 cases in 2021. Congenital syphilis continues to surge, increasing 203 percent in the past five years. Syphilis presents a serious public health issue but cannot be addressed only by the work of public health departments: new strategies are required for identifying those at highest transmission risk. Many populations at highest risk for syphilis rely on the emergency department (ED) for their medical needs and therefore, ED visits represent a key opportunity to address syphilis rates.

 Although syphilis is relatively inexpensive to treat and cure, can cause congenital syphilis which may be fatal to the fetus, and is a predictor for HIV incidence, rates of screening for syphilis are low in the emergency department setting. The published literature and interviews by the California Department of Public Health show that screening in the ED results in increased diagnosis of all stages of syphilis, as well as other asymptomatic STIs, potentially averts congenital syphilis cases, reaches a population that otherwise is likely to be missed for screening, increases access to testing, reduces healthcare costs due to increased and earlier treatment of STIs, and reduces transmission due to early detection and treatment.

NACCHO is working with the Center for Disease Control and Prevention’s Division of STD Prevention (DSTDP) to support a convening or consultation with academic emergency medicine groups, advocacy groups, health departments, insurance, and medical center representation to discuss the best ways forward on screening practices for syphilis in emergency departments. This will include discussion of what the current best practices are, what is feasible, what are challenges, where there is consensus, and where there is disagreement. We seek an organization who will work with us to design this meeting, perform meeting logistics, and handle all travel. The main deliverables will be the convening and a brief or meeting report based on what was shared during the meeting with independent recommendations on how to move forward. The purpose of the brief will be to succinctly frame the issue and describe a small and manageable set of actionable policy solutions.

Applicants should provide a detailed description of their proposal and a budget not to exceed $75,000.

**Description and Availability of Funds**

NACCHO is seeking to identify a consultant to:

* Organize and host the convening, and
* Develop policy brief with recommendations for action.

Funds will be awarded through a fixed-price contract, in which contractors are reimbursed for completion of deliverables outlined in the agreement. NACCHO standard contract language can be found [here](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members.pdf) if needed. The maximum available funding for this contract is $75,000 and all activities **must be completed** by 7/31/24.

**Proposal Outline**

Applicants should submit a brief proposal that includes the following components:

1. **Coversheet with the following information:**
	1. **Organization**
* Organization Name:
* Address:
	1. **Primary Point of Contact for Project**
* Name (First, Last):
* Title:
* Email Address:
* Phone Number:
	1. **Lead Finance Contact**
* Name (First, Last):
* Title:
* Email Address:
* Phone Number:
1. **Project Narrative (Word- 2 pages maximum)** that includes:
	* A description of the consultant/organization’s knowledge, skills, and experience in holding this sort of convening.
	* The names and roles of the primary staff and any other significant contributors to this project, including qualifications (include resumes or CVs which will not be included in page limit).
2. **Line-Item Budget (Excel) and** [**Budget Narrative**](https://www.naccho.org/uploads/downloadable-resources/Budget-Narrative-Template-1.docx#asset:547164@1) **(Word) description of costs**, not to exceed [$50,000 over a 5-month] project period, using the templates provided.
	* The budget narrative document should be prepared for the entire project period and does not need to be broken down by phases.
	* Examples of possible costs to include are personnel costs (number of staff, percent effort to the project and annual salary/wages or hourly fees of all personnel), funds to be provided to other consultants/firms working on project, and other costs necessary to complete the scope of work and deliverables (e.g., supplies, travel, etc.).
	* **Please review the Budget Guidelines tab in the budget file for a list of unallowable costs**.
	* If the budget includes staff fringe benefits and/or indirect costs (over the 10% de minimis rate), please also submit proof of the organization’s approved fringe/indirect cost rates. Acceptable documentation of fringe benefits includes:
		1. An approval letter issued by a relevant federal or state agency (e.g., HHS) authorizing your organization to calculate fringe benefits/indirect costs based on a certain percentage of direct salary and wages/direct costs.
		2. An excerpt from a financial audit report that outlines the official fringe/indirect cost rate.
		3. A letter (on your organization letterhead) signed by a financial official that lists the approved fringe/indirect cost rate used by the organization.
		4. A copy of your accounting procedures or policy that outlines how you calculate fringe/indirect cost rates.
3. **Project Scope of Work (Word)** that includes proposed Activities/Outputs, Deliverables, and Timeline **(5-page(s) maximum**)
	1. A realistic scope of work that includes proposed activities and outputs as well as timelines for completion of activities over approximately a 5-month project period (project period must end by 7/31/23).
	2. Please use the table below for developing the scope of work.
	3. Applicants may add as many deliverables as needed within the maximum budget period.

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Description of Activity/Output** | **Completion Date** |
| **Deliverable 1** |  |  |
| **Deliverable 2** |  |  |
| **Deliverable 3** |  |  |
| **Deliverable 4** |  |  |
| **Deliverable 5** |  |  |
| **Deliverable 6** |  |  |

1. **Administrative and Financial Forms,** signed and dated within the last six months where applicable, including:
	* [NACCHO Vendor Form](https://www.naccho.org/uploads/downloadable-resources/Vendor-Form_2023-02-01-210724_txht.pdf)
	* [W9](https://www.naccho.org/uploads/downloadable-resources/W-9-Blank_2023-01-03-181619_hnlw.pdf)
	* [Certificate of Non-debarment](https://www.naccho.org/uploads/downloadable-resources/Certification-of-Non-Debarment_2023-01-03-181528_mkkp.pdf)
	* Proof of an active registration with [SAM.gov](https://sam.gov/content/home) (PDF or screenshot showing applicant’s unique entity identification number)
		1. Please note that NACCHO cannot enter a contract with any entity that does not have an active SAM.gov registration. As such, NACCHO reserves the right to only consider proposals from applicants that already have an active registration record through the end of the contract period of performance.

**NACCHO Contact and Responsibilities**

NACCHO staff will oversee the contract and serve as the contact for the consultant. Other responsibilities include:

* Provide background information, as appropriate
* Review all materials, in draft form, and recommend revisions
* Serve as liaison for external partners
* Participate and support strategic planning activities as appropriate

**Selection Process**

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

* **Applicant Capacity and Expertise**: Applicant has clearly documented evidence of their (and that of proposed project staff) subject matter expertise and experience in the proposed content area; previous work and projects in the subject area and with the intended audiences are required.
* **Project Scope of Work**: The proposed scope of work, deliverables, and timelines are realistic and appropriate for achieving the project objectives.
* **Operational Plan**: The proposal includes a clear, feasible, appropriate, detailed, and supportable methodology and plan to effectively meet the goals and deliverables of the project.
* **Budget & Budget Narrative**: The proposal includes a detailed, line-item budget and budget narrative which justifies the proposed expenses; the expenses are appropriate for the purposes of the deliverables and are cost efficient.

**Any work products created by this contract will be co-owned by NACCHO and Consultant.**

*Please note that submission of a proposal is a statement of acceptance of NACCHO’s* [*standard form*](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members_2023-01-03-182849_mrhv.pdf) [*contract*](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members_2023-01-03-182849_mrhv.pdf)*. If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal.*

**Deadline/ Staff Contact**

Submissions must be electronic, in pdf format. The deadline for submission is **11:59 pm, Eastern Time, on October 23, 2023.** Decisions will be made, and applicants will be notified of their selection status, no later than Friday November 3, 2023. Proposals should be submitted via e-mail to **sti@naccho.org****.**

Please submit all required attachments, including the budget and budget narrative, as separate attachments to the email.