



REQUEST FOR PROPOSALS

Adapting Infectious Disease Prevention & Control Guidance for Local Health Departments

Applications must be submitted electronically, in Word format, by

5:00 PM Eastern Standard Time on April 4, 2023

BACKGROUND & OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, and district health departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources to LHDs (e.g., trainings, webinars, access to subject matter experts, peer discussion) that support the development and implementation of public health policies and practices.

NACCHO, with support from the Centers for Disease Control and Prevention (CDC) Division of Healthcare Quality Promotion, supports LHDs in enhancing their infectious disease prevention and control activities (IPC) by building their capacity to respond to outbreaks at healthcare facilities, including healthcare-associated infections (HAIs), and emerging infectious diseases. NACCHO aims to develop and strengthen relationships between LHDs and facilities and partners, improve implementation of IPC in high-risk facilities, and decrease rates of and negative outcomes associated with COVID-19, HAIs, and antimicrobial resistant pathogens in those facilities.

NACCHO is seeking a consultant who is well versed in HAIs to adapt/curate CDC guidance or tools for HAIs into useable tools/formats for the LHD setting. The purpose of this project is to create useable tools/products that fill a need for LHDs. NACCHO will identify the needs and provide guidance on the scope and adaptation requested.

Applications must be submitted no later than **April 4, 2023**. All necessary information regarding the project and application process may be found in this Request for Proposals (RFP).

Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing infectiousdiseases@naccho.org.

Proposal Due Date and Time: April 4, 2023 at 5:00 PM ET

Selection Announcement Date: April 19, 2023

Estimated Period of Performance: ~ 3 months

Point of Contact: infectiousdiseases@naccho.org

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issue awards in the form of fixed priced contracts to a consultant or consulting firm. Applications must be submitted by Tuesday, April 4, 2023, at 5:00 PM ET and selections will occur on or around April 19, 2023. The project period will begin upon contract execution and should be completed by July 31st.

Agreement with NACCHO standard contract terms and conditions is a requirement. **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](#) 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.

KEY DATES

Event	Date
Release of RFP	March 7, 2023
Application Closes	April 4, 2023
Anticipated Notice of Award	April 19, 2023

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

The consultant will work with NACCHO staff to develop multiple tools/products that address the needs of LHDs using CDC guidance on HAIs. Ideally, the consultant will be a subject matter expert in HAIs and have experience in the public health setting and/or providing IPC recommendations to healthcare facilities.

Activities and Deliverables:

- Attend virtual kickoff call and orientation with NACCHO staff and provide project updates via email or virtual conference, as needed;

- Resources, i.e., fact sheet, webinar, or video series on four identified Multi-Drug Resistant Organisms (MDROs) and related IPC guidance. The four identified MDROs are: Carbapenem-resistant Enterobacteriaceae (CRE), including Carbapenemase Producing Carbapenem-resistant Enterobacteriaceae (CP-CRE), *Candida Auris* (*C. Auris*), Extended spectrum beta-lactamases (ESBL), and Carbapenem-resistant *Acinetobacter baumannii* (CRAB);
- Infographic or decision tree on implementing standard precautions.

The consultant will report to the Senior Program Analyst and Director overseeing this project.

APPLICATION INSTRUCTIONS

RFP proposals are to be submitted by email only to infectiousdiseases@naccho.org no later than by 5:00 PM ET on Wednesday, April 4, 2023.

To be considered for this project, proposals must be in Word format with 12-point Times New Roman font and should not exceed 8 pages, including the following:

- Cover sheet with the following information:
 - Contact name, email address, and phone number
 - Answers to the following questions, which are required to facilitate the contracting process:
 - Does your organization have prior experience in federal contracting?
 - Has your organization completed a Single Audit?
- Qualifications & Experience
 - Describe your organizational and staff qualifications and experience providing similar goods or services related to the development and design of other/similar resources. This should include examples of previous work.
 - The consultant should have experience with:
 - HAI/AR topics, particularly the 4 MDROs listed under activities and deliverables above
 - Producing similar tools (i.e., webinars, short videos, infographics, etc.)
- Scope of Work
 - Describe, in detail, your proposed methodology for meeting all project requirements.
 - Project Deliverables & Timeline – Provide a realistic work plan including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion.
- Budget Proposal
 - Provide a proposed line-item budget that clearly outlines the consultant's hourly rate and the estimated number of hours of work.

- Outline of payment schedule. Invoices will indicate the deliverables accomplished and total hours spent performing activities within the consultant’s scope of work.
- Submission of supporting documentation
 - [Vendor Information Form.](#)
 - [W-9.](#)
 - [Certification of Non-Debarment.](#)
 - 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).
 - Resume/CV, and proof of hourly rate (such as sample of previous invoices).

Example format of payment schedule:

Hourly rate (\$XX/hour):

Invoice Number	Month and Year	Deliverable(s)	Estimated Hours	Estimated Costs

For Further Information

Please contact infectiousdiseases@naccho.org with any questions about this opportunity.