

REQUEST FOR



PROPOSALS

Workforce Training on Essential Skills for Local Health Department Staff Engaged in Infection Prevention and Control Activities

Applications must be submitted electronically, in Word format, by
5:00 PM Eastern Standard Time on Friday March 24th, 2023.

BACKGROUND & 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, and district health departments work to protect and improve the health of all people and communities. NACCHO provides capacity-building resources to LHDs (i.e., trainings, webinars, access to subject matter experts, peer discussion) that support the development and implementation of public health policies and practices.

One aspect of NACCHO's work is supporting LHDs with infection prevention and control (IPC) activities. IPC describes an approach to prevent the spread of infections in healthcare settings, including healthcare-associated infections (HAIs) and emerging infectious diseases. IPC activities include hand hygiene, use of personal protective equipment, safe injection practices, and proper environmental cleaning. To advance LHD engagement in IPC, NACCHO is partnering with Project Firstline, a collaborative managed by the Centers for Disease Control and Prevention (CDC). Project Firstline strives to equip public health and frontline healthcare workers with infection control principles and protocols so they can confidently protect themselves and their facility, family, and community. As a Project Firstline partner, NACCHO supports the specific IPC-related learning needs to LHDs.

With support from CDC, NACCHO is seeking a consultant, or consulting firm, to support the creation and implementation of an Essential ("Soft") Skills Training curriculum of professional learning and capacity development services for LHDs doing work in healthcare settings including long-term care facilities to support IPC activities. The training initiative will include five (5) key areas of concentration: relationship and collaboration, communication, emotional intelligence, cultural competency with an equity focus, and creating the environment; all areas which LHD staff identified as essential. NACCHO intends to engage this experienced outside expert to work collaboratively in the development of the essential skills curriculum for approximately 200 LHD staff engaged in IPC activities.

Applications must be submitted no later than Friday, March 24, 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: Friday, March 24, 2023, at 5:00 PM EST

Anticipated Selection Announcement Date: April 7, 2023

Estimated Period of Performance: 12 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 March 24, 2023, at 5:00 PM ES and selections will occur on or around April 7, 2023. The project period will begin upon contract completion, and it is estimated to take 12 months.

Agreement with NACHO 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 10, 2023
Application Closes	March 24, 2023
Anticipated Notice of Award	April 7, 2023

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

During the term of this agreement, the consultant will develop a full scope of professional learning and capacity development services to give LHD staff an opportunity to build awareness and knowledge of essential skills. In coordination with NACCHO, the consultant will develop and conduct trainings to address essential skills training needs for LHD staff engaged in IPC activities, which will include in-person training events and can also include virtual training modules and other resources to address the needs of LHD staff to effectively engage in providing infection prevention and control support. The consultant should have experience with training development and familiarity with essential skills.

Activities and deliverables include:

- A description of the approach including the intended training tools and timeline of activities;
- Facilitator guides, training materials, and other elements of the curriculum;
- Evaluation tools and a final report summarizing the implementation and outcome of the essential skills training;
- Documentation of coordination with NACCHO staff to align activities and outcomes with the intended goal.

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

APPLICATION INSTRUCTIONS

RFP proposals are to be submitted by email to infectiousdiseases@naccho.org no later than 5:00 PM EST on Friday, March 24, 2023.

To be considered for this project, proposals must be in Word format and should not exceed five 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? (Answer does not disqualify)
- Qualifications & Experience
 - Describe your organizational 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.
 - Provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the “TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS” section of this RFP.
- Scope of Work
 - Describe the proposed methodology for meeting 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 hourly rate(s) and anticipated costs.
 - Note: NACCHO will cover travel for up to five consultant representatives to two in-person training events (10 total trips), so these do not need to be included in the budget.
 - 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 of staff involved in the project.

For Further Information

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