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## FUNDING OPPORTUNITY

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**Published:** July 30, 2020

**Funding Amount:** Up to \$75,000

**Project Period:** September 1, 2020 – July 31, 2021

**Eligibility:** This opportunity is available to members of the National Network of Public Health Institutes (NNPHI), Public Health Training Centers, and consultants/contractors.

**Award Mechanism:** NNPHI anticipates making a subaward under CFDA 93.421 Centers for Disease Control and Prevention Cooperative Agreement 6 NU38OT000303-02-04

**Timeline:**

|   |                                   |
|---|-----------------------------------|
| RFP released                                  | Thursday, July 30, 2020           |
| Notice of intent to apply deadline (optional) | 5:00 PM ET, August 14, 2020       |
| Deadline to submit questions                  | 5:00 PM ET, August 14, 2020       |
| Proposal submission deadline                  | 5:00 PM ET, August 21, 2020       |
| Notice of selection status                    | 5:00 PM ET, August 28, 2020       |
| Project period                                | September 1, 2020 - July 31, 2021 |

**Objective**

NNPHI seeks a partner to provide Infection Prevention and Control (IPC) expertise that will inform NNPHI's activities related to COVID-19 and Project Firstline.

**Background**

Mobilizing more than 40 public health institutes throughout 32 states along with ten university-based regional training centers and 40 training affiliates, the National Network of Public Health Institutes (NNPHI) supports national public health system initiatives and strengthens public health institutes to promote multisector activities resulting in measurable improvements of public health structures, systems, and outcomes. To learn more about NNPHI, visit [www.nnphi.org](http://www.nnphi.org).

Project Firstline is a CDC-led, multi-year national training collaborative focused on healthcare infection prevention and control (IPC) related to coronavirus and other infectious agents that aims to train all frontline healthcare personnel in the United States. The project will build an infection control foundation of knowledge and culture of expertise in the healthcare and the public health communities that will help protect patients, healthcare workers and the public. Nine national-level partners, including NNPHI, will help disseminate and deliver CDC- developed IPC training.

The NNPHI role in Project Firstline is threefold:

- expand the reach of the project by disseminating IPC training, information, and related resources through its existing network of public health institutes, National Coordinating Center for Public Health Training and 10 public health training centers, public health partners, stakeholders and associates;

- develop a plan to pilot an IPC training /curriculum development program with two MPH schools of public health; and
- conduct an evaluation of the impact and reach of the entire project.

NNPHI will engage the public health workforce in Project Firstline through a variety of approaches such as communities of practice, training opportunities, incorporation of IPC principles into new or existing public health/environmental health education and professional credentialing, tele-mentoring, coaching, and related tools and guidance.

### **Scope of Work (SOW)**

The purpose of this Request for Proposal (RFP) is to establish contract(s) with one or more qualified consultants to assist NNPHI on an as-needed basis to complete Project Firstline activities. NNPHI seeks a partner/technical consultant(s) (herein after referred to as “consultant(s)”) who can provide IPC expertise to NNPHI activities related to Project Firstline. The consultant(s) will report to the Director of Emergency Preparedness, Response, and Recovery who is overseeing this project.

It is expected that there will be on-going work on project deliverables, but that the schedule and obligations will vary as determined by NNPHI. The consultant will work in collaboration with NNPHI, CDC National Center for Emerging Zoonotic and Infectious Diseases, and other partners to provide IPC content expertise, guidance, and input on project deliverables. The contract end date is July 31, 2021, with the potential for extension based on project needs and the availability of funding. NNPHI makes no specific guarantee of a minimum or maximum number of hours or amount of services, which shall be required of any single consultant; up to seventy-five thousand dollars (\$75,000) is available for contractor support for the current project period.

NNPHI will provide a specific scope of work (more detailed than the general Scope of Work provided in the RFP) at a later date and the consultant(s) will be expected to provide a delivery schedule and project staff allocation summary (based on the fee schedule submitted as part of this RFP). The consultant(s) will provide a “not to exceed” cost for specific assigned tasks in the more detailed SOW.

The general SOW includes:

- Review IPC-related training materials, guidance, tools and other public health workforce-oriented materials developed by the CDC and others
- Contribute to the development and delivery of public health/environmental health-focused IPC training and related materials
- Contribute to the development of a concept of operations for a new IPC certification or credential for public health/environmental health professionals
- Provide input on a pilot program for Master of Public Health (MPH) schools that will introduce IPC content into existing curricula
- Engage with public health professionals in Community(ies) of Practice, Project ECHO tele-mentoring sessions, coaching, and other venues
- Present at meetings and conferences, as applicable
- Participate in conference calls with partners
- Perform other tasks as directed by the NNPHI

The consultant should have:

- Expertise in the fundamentals and principles of epidemiology and public health
- Deep understanding of infection prevention and control measures, specifically hospital-acquired infection prevention
- Work experience with the management of infectious disease surveillance/outbreaks
- Extensive experience developing and delivering training for a public health and/or healthcare audience
- Demonstrated ability to effectively communicate orally and in writing
- Working knowledge of the CDC Epidemiology and Laboratory Capacity (ELC) program
- Some understanding of CDC Cooperative Agreements fiscal requirements
- Experience working with various stakeholders in the public health sector
- Understanding of the principles of risk communication

### **Consultant Selection Criteria**

Consultant selection will be made by NNPHI based on qualifications in accordance with the provisions of this RFP. The following criteria will guide NNPHI's selection of a consultant for this project:

1. Demonstrated deep knowledge of IPC principles
2. Demonstrated ability to collaborate with a variety public health sector partners
3. Proven record of successfully implementing a similar SOW
4. Qualifications as described in the SOW section
5. Reasonable hourly rates and related costs
6. Demonstrated capacity to manage a federal subaward in fiscally compliant manner
7. Completeness and quality of proposal

### **Funding**

Funds may be used for salaries and benefits for staff engaged in the project, meetings and meeting supplies, approved project-related travel, project supplies, and/or graphic design. Funds are not intended to supplant state or federal funding. Funds may not be used for lobbying activities; ongoing general operating expenses or existing deficits; items for which third-party reimbursement is available; endowments; meeting meals; or capital costs including construction, or renovation.

### **How to Apply**

NNPHI is utilizing a *Smartsheet Online System* for the proposal submission process. Submit your notice of intent to apply, proposal, and all additional documents through the links provided below. If you have any technical difficulties, please contact Isabella Kaser at [IKaser@nnphi.org](mailto:IKaser@nnphi.org).

1. Complete the (optional) notice of intent to apply by **5 pm ET on Friday, August 14, 2020**. Click [HERE](#) to submit your notice through the NNPHI Smartsheet system.
2. Submit proposal and required attachments by **5 pm ET on Friday, August 21, 2020**. Click [HERE](#) to submit via the NNPHI Smartsheet system.

### **Questions**

Submit questions about this funding opportunity [HERE](#) by **5:00 pm ET on Friday, August 14, 2020**. NNPHI will respond to questions within 24 hours. Please check back frequently to review latest questions/answers.

## Proposal

Please respond to the following questions 1-5, do not exceed six (6), single-spaced pages, Arial or Times New Roman 12-point font, with 1-inch margins. It is most helpful to reviewers if you respond to the questions in order.

1. Introduce yourself and/or organization (as applicable) and interest in the opportunity. Explain why you are particularly well-suited to successfully complete the SOW.
2. Describe how your expertise applies to the SOW. Be specific about methodologies you have used.
3. Describe your knowledge and experience related to IPC and how it specifically applies to the requested SOW. Include background/experience of your staff team and/or partners who will be engaged in the work.
4. Describe an example of similar work that speaks to your capacity to perform the SOW, including:
  - Who led the work?
  - What approach did you take? What methodologies used?
  - In what timeframe was the work completed?
  - What were the results?
5. Please describe work experience with a project supported by federal funding (either as direct recipient or as a subrecipient).
6. Additional Information: Please submit the following required items with your proposal (not included in the 6-page limit)
  - a. Cover letter
  - b. Fee schedule with hourly rates for all proposed staff and any expected related costs. Fee schedule must remain valid at least until July 31, 2021. Fee schedule will become the basis for compensation and incorporated into a contract for Professional Services.
  - c. Resume or curriculum vitae of all key personnel/partners
  - d. List of references (at least 3) from previous/existing clients, including: Name, Organization, Relationship, Email address, Phone number
  - e. Work sample: Similar product you have developed (attach as PDF or provide URL)
  - f. Most recent fiscal/federal audit report (if applicable)
  - g. IRS Form 990 (if applicable)

You will receive confirmation of receipt within 24 hours of the proposal deadline. In fairness to all applicants, NNPHI strictly enforces the submission deadline. **Proposals received after the deadline will not be reviewed.**

## Notice to Applicants

Please be advised that NNPHI reserves the right to modify the terms of the RFP with reasonable notification to all interested parties. This RFP and any related discussions or evaluations by anyone create no rights or obligations whatsoever. NNPHI may cancel or delay this solicitation at any time at its own discretion. Anything to the contrary notwithstanding, the contract executed by NNPHI and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain.

*Funding for this opportunity has been provided to the National Network of Public Health Institutes (NNPHI) through a Cooperative Agreement with the Centers for Disease Control and Prevention (CDC 6 NU38OT000303-02-04). NNPHI is collaborating with the CDC's National Center for Emerging and Zoonotic Infectious Diseases, Division of Healthcare Quality Promotion on this project. Contents of this RFP are solely the responsibility of NNPHI and do not necessarily represent the official views of CDC or the US Department of Health & Human Services.*