
FUNDING OPPORTUNITY

Published: June 16, 2021

Funding Amount: Up to \$200,000

Project Period: August 1, 2021 – July 31, 2022

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 for Project Firstline support founder CFDA 93.421 Centers for Disease Control and Prevention Cooperative Agreement 6 NU38OT000303-02-04.

Timeline:

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| RFP released | June 16, 2021 |
| Notice of intent to apply deadline (optional) | 5:00 PM ET, June 30, 2021 |
| Deadline to submit questions | 5:00 PM ET, June 30, 2021 |
| Proposal submission deadline | 5:00 PM ET, July 7, 2021 |
| Review and interview period | July 8- 15, 2021 |
| Notice of selection status | 5:00 PM ET, July 17, 2021 |
| Project period | August 1, 2021 - July 31, 2022 |

Objective

NNPHI seeks to partner with an organization to support Project Firstline with the review of over 300 trainings collected through an environmental scan. The successful applicant will create a quality standards review process for the trainings collected during the scan, use subject matter expertise to apply the quality standards, and develop a recommendations report aimed at highlighting high quality training that are currently available and the development of new infographics, trainings, web-based apps and other innovative tools.

Background

Project Firstline is a CDC-led, multi-year national training collaborative focused on healthcare infection control (IC) related to coronavirus and other infectious agents that aims to train 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 IC training, as well as to develop original content. State, local, and territorial health departments that receive Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases Cooperative Agreement (ELC) funding will also be involved in this project.

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 a 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.

Scope of Work (SOW)

The purpose of this RFP is to establish agreements with an organization (herein referred to as “contractors”) to provide support to Project Firstline with the first activity listed above.

The general scope of work is to expand the reach of the project by reviewing, creating and disseminating IC training, information, and related resources via activities including but not limited to:

- a. Review 300+ trainings that have been compiled via an environmental scan
- b. Use NNPHI’s Quality Standards to assess the trainings, with a dual purpose; first, to filter and triage the 300 + trainings that have already been collected and second, to include trainings that meet these standards in the Public Health Learning Navigator
- c. Create a quality standards document to ensure all trainings and resources in the environmental scan are evaluated using consistent measures
- d. Create a topline report of the review conducted, make recommendations for revisions and identify gaps
- e. Using the results of the scan, develop additional tools, trainings, infographics, web-based apps, job aids and other resources
- f. Working with the NNPHI Communication team, assist with identifying innovative strategies to promote awareness of Project Firstline and uptake of quality trainings identified through the scan, as well as all the newly created resources.

The contractor(s) selected will report to the Director of the National Coordinating Center for Public Health Training (NCCPHT) at NNPHI. The contractor will work in collaboration with NNPHI, CDC National Center for Emerging Zoonotic and Infectious Diseases, and other national training partners. The contract end date is July 31, 2021, with a potential for extension based on project needs and the availability of funding.

Contractor Selection Criteria

Contractor 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 contractor(s) for this project:

1. Demonstrated deep knowledge of adult learning principles, training standards, health literacy and workforce development.
2. Demonstrated deep knowledge of infection control measures, vaccination safety, infectious diseases, outbreak surveillance, epidemiology, and contact tracing.
3. Demonstrated capacity to accomplish the SOW.
4. Reasonable and clear budget following provided guidelines.
5. Demonstrated capacity to manage a federal subaward in fiscally compliant manner.
6. Completeness and quality of proposal.

Funding

Funds may be used for salaries and benefits for staff engaged in the project, meetings and meeting supplies, pre-approved project-related travel, data collection and analysis, supplies, communications, marketing and 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 Laila Fox lfox@nnphi.org.

1. Complete the (optional) notice of intent to apply by **5 pm ET on June 30, 2021**. Click [HERE](#) to submit your notice through the NNPHI Smartsheet system.
2. Submit proposal and required attachments by **5 pm ET on Wednesday, July 7, 2021**. Click [HERE](#) to submit via the NNPHI Smartsheet system.

Questions

Submit questions about this funding opportunity [HERE](#) by **5:00 pm ET on June 30, 2021**. 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 twelve (12), 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 the order presented below.

1. Introduce yourself and organization, and interest in the project. Explain why you are particularly well-suited to successfully complete the SOW.
2. Describe how your organization's experience and expertise applies to the SOW.
3. Describe the background and experience of the staff who would be assigned to the project and any partners that will be engaged in the work.
4. Describe at least one example of similar work that speaks to your capacity to perform the SOW, including:
 - Key staff and partners
 - Approach taken and methodologies used
 - Timeframe in which the work was completed
 - Milestones
 - Deliverables
 - Outcomes
5. Describe your approach to the bullet points listed in the SOW section above, address all points from A-F.
6. Please describe previous experience with a project supported by federal funding (either as direct recipient or as a subrecipient).

Required Additional Information

Please submit the following required items with your proposal (not included in the 12-page limit):

1. Cover letter
2. 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
3. Resume or curriculum vitae for all proposed personnel
4. List of references (at least 3) from previous/existing clients, including: Name, Organization, Relationship, Email address, Phone number
5. Work sample: One sample of a similar product you have developed (attach as PDF or provide URL).
6. Most recent fiscal/federal audit report
7. IRS Form 990
8. Federal negotiated indirect cost rate agreement (NICRA)

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.** Note: If you do not receive a confirmation or have any technical difficulties, please contact Laila Fox, lfox@nnphi.org. We recommend submitting early to avoid any problems.

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 in the amount of \$3.5 million, under Cooperative Agreement number 6 NU38OT000303-02-04, 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.