

FUNDING OPPORTUNITY

Published: October 18, 2021

Funding Amount: Up to \$250,000 per award

Project Period: November 15, 2021 – May 31, 2022

Eligibility: This opportunity is available to members of the National Network of Public Health Institutes (NNPHI) and private/public institutions of higher education, including Health Resources and Services Administration (HRSA)-supported Public Health Training Centers or their community-based partners, non-profit, and for-profit organizations.

Award Mechanism: NNPHI anticipates making a subaward for Best Practices for COVID-19 Health Equity: TA for OT21-2103 Recipients, Centers for Disease Control and Prevention Cooperative Agreement 6 NU38OT000303-04-02.

Timeline:

RFP released	October 18, 2021
Deadline to submit questions	November 3, 2021 at 5:00 pm ET
Proposal submission deadline	November 5, 2021 at 5:00 pm ET
Review and interview period	November 8-11, 2021
Notice of selection status	November 12, 2021
Project period	November 15, 2021 - May 31, 2022

Objective

NNPHI seeks to partner with up to four (4) organizations to support *Best/Promising Practices for COVID-19 Health Equity* with the review of evidence-based practices and/or best or promising practices collected through an environmental scan to aid/inform OT21- 2103 grant recipient selection of interventions and strategies that take a systems approach or address upstream social and structural determinants of health related to COVID-19.

Background

CDC has recently awarded \$2.25 billion in awards to state, local, and US territorial and freely associated public health departments through OT21-2103, [National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities](#). OT21-2103 represents CDC's largest investment to date focusing specifically on reducing health disparities related to COVID-19. NNPHI will engage the health strategist workforce and national partners to support over one hundred OT21-2103 grant recipients in the assessment, translation, and dissemination of evidence-based practices (EBPs), and/or best or promising practices to address COVID-19 related disparities associated with at-risk and underserved populations, including racial/ethnic minorities and rural communities. Collaborating with CDC, ASTHO and NACCHO, NNPHI will provide technical assistance to OT21-

2103 grantees across the four OT21-2103 grant strategies.

NNPHI will implement seven specific activities to help grantees achieve the three intended outcomes of OT21-2103, which include:

- Reduce COVID-19 infection-related health disparities;
- Improve and increase testing and contact tracing among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities; and
- Improve state, local, US territorial and freely associated state health department capacity and services to prevent and control COVID-19 infection (or transmission) among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities.

The four domain areas that will be covered by the review of evidence-based practices and/or best or promising practices are:

- Expand existing and/or develop new **prevention resources and services to reduce COVID-19 related disparities** among populations at higher risk and that are underserved
- Increase/improve **data collection and reporting** for populations experiencing a disproportionate burden of COVID-19 infection, severe illness, and death to guide the response to the COVID-19 pandemic
- Build, leverage, and expand **infrastructure support for COVID-19 prevention and control** among populations that are at higher risk and underserved
- Mobilize **partners and collaborators to advance health equity and address social determinants of health** as they relate to COVID-19 health disparities among populations at higher risk and that are underserved

Scope of Work (SOW)

The purpose of this RFP is to establish agreements with up to four (4) organizations (herein referred to as “contractor(s)”) to conduct a review of evidence-based practices and/or best or promising practices in the four domain areas listed above. The main deliverable for this project is a resource database that will be translated and disseminated through a variety of methods (e.g., training, tools, practice briefs and other publications, and a centralized, web-based repository).

TASK 1: Develop a process and protocol for the rapid review of evidence-based practices and/or best or promising practices

- Outline a discovery process to source resources on evidence-based practices and/or best or promising practices
- Identify a list of sources for peer review and grey literature, trainings, and other resources for evidence-based practices and/or best or promising practices related to the three intended outcomes above
- Outline a rapid review protocol including inclusion and exclusion criteria and screening guidelines
- Refine the process and protocol as needed based on the changing landscape and available evidence

TASK 2: Conduct a rapid review of existing evidence-based practices and/or best or promising practices and an ongoing review of newly emerging evidence-based practices and/or best or promising practices

- Create a database of sources that include summaries of evidence-based practices and/or best or promising practices and all relevant source information
- Sort and rank sources with evidence-based practices and/or best or promising practices to illustrate key findings and themes related to the three intended outcomes above
- Collaborate with NNPHI and other subcontractors to respond to ongoing requests for resources from OT21- 2103 grant recipients

TASK 3: Participate in an advisory committee to inform the rapid review of evidence-based practices and/or best or promising practices

- Participate in periodic meetings with NNPHI staff and other subcontractors to monitor review progress, identify gaps, and refine the strategy for identifying evidence-based practices and/or best or promising practices
- Communicate changes in priority areas or other changes to the project team to inform the rapid review

The contractor(s) selected will report to the Director of the National Coordinating Center for Public Health Training (NCCPHT) at NNPHI. The contractor(s) will work in collaboration with NNPHI, CDC Center for State, Tribal, Local, and Territorial Support, and other national partners. The contract end date is May 31, 2022, 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 for this project:

- Demonstrated deep knowledge of health equity, health disparities, and social and structural determinants of health
- Demonstrated capacity to accomplish the SOW
- Reasonable and clear budget following provided guidelines
- Demonstrated capacity to manage a federal subaward in fiscally compliant manner
- 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, research and database software, 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 proposal and all additional documents through the links provided below. If you have any technical difficulties, please contact Meghan Wolfe at mwolfe@nnphi.org.

Submit proposal and required attachments by **5:00 pm ET on Friday, November 5, 2021**. Click [HERE](#) to submit via the NNPHI Smartsheet system.

Questions

Submit questions about this funding opportunity [HERE](#) by **5:00 pm ET on Wednesday, November 3, 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 five (5), 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. Specifically include which of the four domains your organization has experience with, selecting up to all four domains.
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. 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 10-page limit):

1. Cover letter
2. A budget spreadsheet and budget narrative that aligns with the scope of work and is prepared according to the [CDC Budget Preparation Guidelines](#).
3. Resume or curriculum vitae for all proposed personnel
4. Work sample: One sample of a similar product (e.g., final report, link to an online tool, etc.) you have developed related to one of the four domains (attach as PDF or provide URL)
5. Most recent fiscal/federal audit report
6. IRS Form 990
7. 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 Meghan Wolfe at mwolfe@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 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 NU38OT000303-04-02). NNPHI is collaborating with the CDC's Center for State, Tribal, Local, and Territorial Support (CSTLTS) 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 U.S. Department of Health & Human Services.