

FUNDING OPPORTUNITY

Published: September 6

Funding Amount: Up to \$80,000

Project Period: October 15, 2022 – July 15, 2023

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

Award Mechanism: NNPHI anticipates making a subaward for Developing the Performance Improvement Workforce, Centers for Disease Control and Prevention Cooperative Agreement, award number 5 NU38OT000303-05-00.

Timeline:

RFP released	September 6, 2022
Deadline to submit questions	September 20, 2022, at 5:00 pm ET
Proposal submission deadline	September 30, 2022, at 5:00 pm ET
Review period	October 3-7, 2022
Notice of selection status	October 10, 2022
Project period	October 15, 2022 – July 15, 2023

Objective

NNPHI seeks a public health performance improvement consultant or team to assist with the planning and implementation of the Public Health Improvement Training (PHIT) 2023. PHIT offers a one-of-a-kind professional development experience to health department professionals and their partners through workshops with peer learning, purposeful networking, and practical sessions with interactive activities to practice skills. Over the course of the event, attendees choose among a variety of workshops in performance improvement topics such as quality improvement, performance management, national accreditation and reaccreditation, health assessment and improvement planning, workforce development, strategic planning, and resource management.

Background

The Public Health Improvement Training (PHIT) has been the premier convening for public health performance improvement practitioners for over two decades. PHIT has been convened in-person until the COVID-19 pandemic in 2020. Prior to the pandemic, PHIT attendance was capped at 300 attendees to ensure small workshop sizes and interactivity among participants who are primarily staff from state, local, tribal, and territorial health departments. In 2021, PHIT went virtual, bringing in nearly 700 attendees from across the country and that number only grew for the 2022 convening. Now, NNPHI in partnership with CDC's Center for State, Tribal, Local, and Territorial Support (CSTLTS), is beginning to plan PHIT 2023, which will be a virtual event (June 2023, dates

TBD), complemented by an in-person offering through a smaller event that will include a “PHIT-branded” day of workshops offered prior to the NNPHI Annual Conference (May 2023 in Washington, D.C.). NNPHI is seeking a consultant or team to support the development and implementation of PHIT 2023 as we explore hosting both a virtual and in-person option.

Scope of Work (SOW)

The consultant or team will be expected to lead several tasks and coordinate with NNPHI staff and partners in a variety of ways, including:

Task 1. The consultant will lead or participate in meetings with NNPHI staff and partners

- Internal planning calls with key team members from NNPHI and CDC (will occur roughly every other week)
- Monthly meetings with the PHIT Planning Committee that will be facilitated by the consultant or consultant team to ensure partners are fully engaged in planning discussions

Task 2. The consultant will assist in the coordination and planning of PHIT 2023

- Provide edits to abstract/abstract solicitation process, including the PHIT 2023 Call for Workshops and relevant promotional materials
- Lead the PHIT abstract review process (including reviewing a subset of abstracts, compiling reviews, and making recommendations for final selections)
- Provide feedback on the PHIT website, registration form, and virtual convening website and meeting app
- Design the PHIT agenda including plenary development and invited workshops to fill content gaps from the Call for Workshops using previous PHIT evaluation feedback to ensure content is responsive to PHIT attendee needs.

Task 3. The consultant will support speaker management and preparation for PHIT 2023

- Plan, develop and co-present/moderate the PHIT Presenter Webinar on successful session design/delivery (See an example of a [previous PHIT presenter webinar here](#))
- Provide technical assistance for approximately 20 workshops for possible in-person and/or virtual delivery, including recommending interactive activities, reviewing slides, and providing guidance on workshop plans more broadly
- Work with NNPHI staff to ensure the convening agenda and all speaker and session details are accurately reflected on the PHIT website with the most up-to-date information

Task 4. The consultant will participate in PHIT 2023 (virtually and possibly in-person)

- Develop, update, and maintain internal agenda (“run of show”) for PHIT 2023
- Provide onsite leadership and support for a planning/prep day and up to four days of PHIT (one in-person day and three virtual half-days)
- Speak during the in-person and virtual convenings (speaking and moderating in plenary and/or breakout sessions)
- Compile debrief feedback, review evaluation feedback, and develop recommendations for improvement

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 performance improvement in public health and related concepts
- Demonstrated capacity to accomplish the SOW, including experience developing trainings and implementing virtual and in-person convenings
- A reasonable and clear budget following the guidelines provided
- Demonstrated capacity to manage a federal subaward in a 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, 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 Thursday, September 15, 2022**. Click [HERE](#) to submit via the NNPHI Smartsheet system.

Questions

Submit questions about this funding opportunity [HERE](#) by **5:00 pm ET on Tuesday, September 6, 2022**. 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 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 individual or team-members that will serve this role as well as any organizational capacity they can tap into for further support. Applications should clearly indicate the individual(s) that will support this project and the expertise they bring.
4. Describe at least one example of similar work that speaks to your capacity to perform the SOW, including:

- Expertise and knowledge (your own or others) leveraged to undertake the project
 - Any key staff and partners engaged (if appropriate)
 - 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 6-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., convening website, meeting agenda, etc.)
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 confirmation or have any technical difficulties, please contact Meghan Wolfe at mwolfe@nnphi.org. We recommend submitting it 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 (award number CDC 5 NU38OT000303-05-00). 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.