

REQUEST FOR PROPOSALS

Title: Public Health Workforce Development Consultant

Published: February 7, 2024

Funding Amount: Up to \$100,000 for 25 hours/week

Project Period: April 1 – November 30, 2024, with possibility of annual renewal through 2027

Application Deadline: March 5, 2024, at 5:00 pm ET

Timeline:

RFP Released	February 12, 2024
Deadline to submit questions (<i>optional</i>)	February 22, 2024, at 5:00 PM ET
Deadline to submit Statement of Qualifications	March 5, 2024, at 5:00 PM ET, 2024
Review and interview period	March 6 – March 22, 2024
Notice of selection status	On or before March 28, 2024
Project period	April 1 – November 30, 2024

Opportunity

The National Network of Public Health Institutes (NNPHI) seeks a qualified public health workforce development individual consultant/contractor, team of consultants/contractors, or non-governmental organizations (including public health institutes) to work closely with the NNPHI team to identify and develop strategies to support recipients of the [CDC Public Health Infrastructure Grant](#) with successful implementation to reinforce and expand the public health workforce in the United States, territories, freely associated states, and the District of Columbia..

Background

The Centers for Disease Control and Prevention (CDC) funded Public Health Infrastructure Grant (PHIG)—OE22-2203: *Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant*—awarded roughly \$4 billion as of December, 2023 to 107 public health departments in all 50 states, Washington D.C., 8 territories/freely associated states, and 48 large localities (here forth referred to as PHIG Recipients).¹ Three national public health organizations were funded to support the work of the 107 funded health departments, referred to as PHIG National Partners. The three National Partners include the Association of State and Territorial Health Officials (ASTHO), the National Network of Public Health Institutes (NNPHI), and the Public Health Accreditation Board (PHAB). The National Partners provide technical assistance, evaluate the program, and facilitate coordination and communication across recipients and CDC.

¹ <https://www.cdc.gov/infrastructure/phig/funded-jurisdictions.html>

PHIG is a groundbreaking investment that supports critical public health infrastructure needs of health departments across the United States. Funding from this grant will help ensure that every U.S. community has the people, services, and systems needed to promote and protect health. The grant creates a foundation for CDC's public health infrastructure work and provides maximum flexibility so recipients can address their most pressing needs.

PHIG conducts work in three strategy areas:

- Strategy A1: Workforce
- Strategy A2: Foundational Capabilities
- Strategy A3: Data Modernization

Strategy A1 (the focus of this RFP) is intended to reinforce and expand the public health workforce by hiring, retaining, supporting, and training the workforce and by strengthening relevant workforce planning, systems, processes, and policies. Grant recipient key activities include the following:

1. Recruit and hire new public health staff.
2. Retain public health staff.
3. Support and sustain the public health workforce.
4. Train new and existing public health staff.
5. Strengthen workforce planning, systems, processes, and policies.
6. Strengthen support for implementation of this grant. At a minimum, hiring one full-time Workforce Director with sufficient authority to manage the work.

Please review the [CDC website](#) for additional details about PHIG and Strategy A1.

PHIG National Partners Key Activities:

- ≠ Strategy B1: Training and technical assistance for Component A grantees
- ≠ Strategy B2: Grant program evaluation
- ≠ Strategy B3: Grant coordination & communication

NNPHI is playing a lead role in Strategy B1. NNPHI is using a “regional innovation hub” model to provide training and technical assistance to PHIG recipients. A PHIG Regional Innovation Hub consists of one or more non-governmental public health organization(s) that work with state, local, territorial, and Tribal health departments to analyze and operationalize essential public health functions in their regions. A public health institute serves as the central coordinating body for each Hub and may be supported by additional public health organizations and/or a regional Public Health Training Center (housed within schools of public health). These additional partners serve as Spokes to the Hubs. Hub and Spoke organizations bring deep subject matter expertise, local knowledge and trusted relationships, and extensive experience across a wide range of public health topics.

The Hub model allows NNPHI to coordinate and deliver tailored training and technical assistance to PHIG recipients across the entire United States. Using the Hubs to provide PHIG technical assistance is also intended to foster sustainable collaboration and supportive relationships across the public health system that last beyond the grant period.

PHIG recipients request technical assistance through the Public Health Infrastructure Virtual Engagement (PHIVE) tool, an online system that serves as a one-stop-shop for requesting technical assistance and administrative support. NNPHI and the Hubs also use PHIVE data to identify broader

technical assistance trends and opportunities, and proactively develop technical assistance tools that address anticipated health department needs and encourage innovation.

Scope of Work

The selected consultant(s) will provide overall strategic guidance and advice on activities including:

1. Develop/identify strategies and solutions that address hiring and retention barriers and challenges, specifically among city and county government health departments.
2. Work within and support maintenance and improvement of a nationally coordinated system for technical assistance and training that provides targeted supports to PHIG recipients.
3. Develop and coordinate capacity-building activities for NNPHI's Regional Innovation Hubs that strengthen governmental public health workforce development initiatives.
4. Identify and develop new TA materials and trainings to proactively address the workforce development needs of PHIG recipients.
5. Develop and implement dissemination strategies for new materials and trainings for PHIG recipients to ensure uptake and implementation of TA materials and trainings

Applicants must assign one primary contact/team member who will lead the work in close partnership with NNPHI.

Potential Activities:

1. Conduct an environmental scan to identify quality trainings, tools, and resources as well as current needs related to the public health workforce.
2. Engage with national partners and key stakeholders to identify opportunities to coordinate and streamline Workforce Development initiatives and TA provided to grantees.
3. Develop and document a standardized process for coordinating hiring and retention TA that includes opportunities for periodic assessment and improvement.
4. Provide direct TA to grantees to implement workforce development process improvements and best practices.
5. Attend grantee convenings and other related events to learn about needs and work being done that could be replicated or shared.
6. Develop and/or coordinate the development of emerging and new TA materials to fill identified gaps and address PHIG recipient hiring challenges.
7. Provide strategic support for third-party hiring for recipient health departments where applicable.

Time

We estimate the total hours worked to range up to 30 hours/week. This time may fluctuate, depending on mutual agreement and needs.

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 contractor(s) for this project:

1. Demonstrated understanding of PHIG
2. Demonstrated understanding of the national landscape of public health workforce training, TA, and other capacity-building efforts available to state and local health departments
3. Familiarity with the governmental public health system and direct knowledge and experience with city and county human resource departments **is required**

4. Demonstrated experience successfully implementing solutions to improve employee hiring and retention at local government agencies
5. General understanding of how federal public health funding is administered (*understanding of CDC grants preferred*)
6. Ability to adapt and thrive in a fast-paced environment with multiple partners contributing to a common goal
7. Experience conducting activities similar to those outlined in the Scope of Work
8. Demonstrated capacity to manage a federal subaward in a fiscally compliant manner
9. Completeness and quality of Statement of Qualifications
10. Interview
11. Subject Matter Expertise in public health, governmental workforce development, training and technical assistance

How to Apply:

Applicants should submit a Statement of Qualifications not to exceed four (4) pages in 12-point, single-spaced, Times New Roman font with 1" margins. Include the following in your letter:

1. **Cover page** (*not counted toward page limit*) that includes:
 - a. Name of Applicant
 - b. Name of primary contact for matters pertaining to this application:
 - c. Title
 - d. Email Address
 - e. Phone Number
 - f. Federal Tax ID or SSN
 - g. Unique Entity Identifier (UEI) from SAM.gov
 - h. [add any other information that will be needed or helpful for contracting purposes]

Please also note that any contractor receiving payment for work on a federally funded project must be registered with SAM.gov.

2. Application Narrative

a. Qualifications and Experience

- Describe your background, qualifications, and experience and explain why you are qualified to be responsive to this RFP.
- Describe your experience providing similar services as those described in this RFP. Provide sufficient detail to demonstrate your knowledge, skills, and abilities to perform the functions outlined in the RFP, including specific examples.
- Describe the background and experience of the staff assigned to the project and any partners engaged in the work.

b. Methodology/Approach to Work

Explain the approach you would take to implement the activities described in the scope of work. Please provide approach with an estimated timeline for the first 12 months of work.

c. Cost Estimate

Please provide your hourly rate and justification for the rate. If you have different rates for different staff persons, please describe.

3. Attachments

Please include the following with your response.

1. Resumes for primary staff who will complete the work (*not included in page limit*).
2. Three references for which you have performed similar work to the requirements of this RFP (*not included in page limit*).

Submit your Statement of Qualifications [here](#) by March 5, 2024, at 5:00 pm ET.

Please send questions about this RFP to PHIG@nnphi.org. Questions will be accepted until February 22, 2024, at 5:00 PM ET after which all questions will be posted online [here](#).

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