

Request for Proposals

Leveraging Centers for Independent Living (CILs) to
Increase Vaccines for People with Disabilities

Facilitation Services Contractor to Support Discussions
between CILs and Health Departments

Date Issued: July 22, 2022

Date Response Due: August 12, 2022

CDC FOUNDATION CONTACT

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BASIC INFORMATION

RFP Release Date	July 22, 2022
Proposal Due Date	August 12, 2022
RFP Contact Information	lcallis@cdcfoundation.org .
Anticipated Performance Term	September 1, 2022 – December 31, 2022
Required Eligibility	<p>Applicants must meet all the following eligibility criteria:</p> <ul style="list-style-type: none"> Headquartered in North American with principal project staff based in the United States. 5+ years of organizational experience in group facilitation. 5+ years of experience in developing and executing facilitated public health discussions. <p>Preferred qualifications:</p> <ul style="list-style-type: none"> Experience liaising and partnering with both centers for independent living (CILs) and health departments.
Anticipated Funding	CDC Foundation anticipates making one award and will pay the contractor an amount not to exceed a Maximum Payable Amount (MPA) or ceiling price. The MPA will not exceed \$500,000.00.
Payment Structure	CDC Foundation anticipates paying the contractor on a fixed price/deliverable basis but reserves the right to change the method of payment. An invoice template will be provided after the contract is awarded.
Funding Source	The agreement resulting from this RFP will be supported by Federal funding under the Leveraging CILs to Increase Vaccines for People with Disabilities grant with the award number 5 NU38OT000288-04-00 from the Centers for Disease Control and Prevention. The CDC Foundation anticipates that award(s) resulting from this solicitation will meet the criteria of “subrecipient” as defined by 2 CFR 200.331; a final determination will be made at the time of award. Subrecipient must comply with the following federal regulatory requirements:

	<ul style="list-style-type: none"> • Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75) • Uniform Administrative Requirements, Cost Principles, and Audit Requirements, and Audit Requirements for Federal Awards (2 CFR Part 200)
Place of Performance	The Contractor will carry out tasks at their offices, remotely engaging with partners and sub-grantees.
Performance Monitoring	The performance will be monitored in line with the agreed project plan. The Contractor will be expected to work in close collaboration and consultation with the CDC Foundation, the CDC, and other CDC Foundation contractors working on this project. The plan for each deliverable will be an important part of the overall project plan. Furthermore, regular reviews/coordination, as agreed, will be undertaken, as work for progress.
Required Documents	<p>Curriculum Vitae (CV) or Resume for principals/experts (page limit: two pages per principal/expert.</p> <p>Documentation of Experience including Past Performances for at least two projects where facilitation services were provided.</p> <p>Budget Narrative that identifies funding structure.</p>

CDC FOUNDATION

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, community-based organizations, and individuals to protect the health, safety and security of America and the world. We believe that people, groups, and organizations have greater positive impact and can accomplish more collectively than individually. The CDC Foundation is committed to galvanizing support for community-based organizations (CBOs) and to strengthening linkages between them and the public health sector through our existing and expanding network of relationships. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC’s critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.2 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 140 countries, and support more than 180 community-based organizations to increase uptake of COVID-19 vaccines in the last year.

FUNDING OPPORTUNITY

The CDC Foundation was awarded a federal grant from the CDC to implement *Leveraging Centers for Independent Living (CILs) to Increase Vaccines for People with Disabilities*. The aim of this project is to increase uptake of COVID-19 vaccinations in individuals with disabilities by engaging with local level CILs that have not received federal funding to assist in implementing COVID-19 vaccine activities including, but not necessarily limited to, transportation, vaccine clinics, and providing feedback on a national hotline. Through this Request for Proposal (RFP), the CDC Foundation seeks to enter into an agreement with a successful bidder to facilitate and support discussions among CILs and state and local health departments (SLHDs). The overall goal of this program is to promote productive discussions between CILs and SLHDs to

overcome barriers to collaboration and increase vaccine accessibility for people with disabilities. Working in close collaboration with public health and disability experts, the contractor will design a facilitator guide to enhance collaboration between SLHDs and CILs.

Bidders are requested to propose the best and most cost-effective solution to meet requirements, while ensuring an elevated level of service and adherence to tight timelines. The budget ceiling for this work shall not exceed \$500,000.00.

BACKGROUND

Approximately sixty-one million adults living in the US have a disability, representing 26% of the adult population. Most people with disabilities are not more likely to become infected with or have severe illness from COVID-19. However, some people with disabilities might be more likely to get infected or have severe illness because of underlying medical conditions, congregate living settings, or systemic health and social inequities, and/or difficulty complying with mitigation strategies. The presence of underlying medical conditions puts others at increased risk for severe illness. Vaccinating people with disabilities poses unique challenges including ensuring physical accessibility of vaccines and vaccination sites. To address these challenges, successful vaccine programs for people with disabilities will best be achieved through collaboration with subject matter experts and recognized leaders in their communities such as disability-led organizations and health departments to ensure vaccines available to the public are truly accessible for everyone. To support and facilitate this collaboration, the CDC Foundation seeks a subcontractor to work with the CDC Foundation, subrecipients and contractors, CDC, and other stakeholders to achieve the following outputs:

- Create a program guide, in partnership with project stakeholders, to facilitate and support discussion among CILs and health departments to overcome barriers and increase vaccine accessibility for people with disabilities.
- Facilitate a series of webinars between CILs and SLHDs to encourage discussion and collaboration and pilot the CDC Foundation's partnership guide during planned CIL and SLHD webinars
- Provide a report of key strategies, challenges, successes, and lessons learned from the facilitated webinars, including the number of CILs and SLHDs engaged.

The subcontractor will facilitate discussions between CILs and SLHDs to ensure CILs are supported in their efforts to increase COVID-19 vaccine uptake among people with disabilities and for health departments and CILs to understand the mutual benefits of partnership and ensuring vaccine accessibility for people with disabilities. The program will consist of a two-tiered approach to the facilitated CIL and SLHD discussions:

- Facilitated joint webinars: These webinars will promote conversations between participating CILs awarded grants in this project and SLHDs that have accepted an invitation to participate in the webinars. There may be CILs and SLHDs from varying parts of the United States joined together to work through case studies or guides developed by the facilitator to discuss and overcome barriers to collaboration.
- Facilitated one-one-one webinars: These webinars will promote conversations between participating CILs awarded grants in this project that have expressed interest in having one-one-one discussions with a health department in their authority and a SLHD that has accepted the invitation to participate in the online seminar. The CILs and SLHDs participating in these

discussions will be in the same geographic location and they will work through their own case studies or be provided supplemental guides developed by the facilitator to discuss and overcome barriers to collaboration.

SCOPE OF WORK

This program consists of facilitating and supporting discussion among CILs within thirty-nine jurisdictions and SLHDs across the U.S. Working in close collaboration with the CDC Foundation, public health and disability experts, the selected organization will collaborate with other CDC Foundation contractors, subrecipients and staff that are implementing components of the overall project. The contractor must also provide focused consultation to other CDC Foundation contractors and staff that are implementing components of the overall project, as well as work collaboratively in facilitating health department and CIL discussions by developing guides, case studies, and best practices to promote productive discussions and piloting the CDC Foundation partnership guide toolkit in selected communities.

Project Approach – The overall project approach includes the following activities, outputs, performance measures, and budget period outcomes as detailed below.

1.1 **Program Activities** – The following activities are supported under this Agreement:

- Partner with CDC Foundation staff and contractors to develop an effective guide to facilitating discussions among CILs and SLHDs
- Facilitate and support a series of fully accessible online seminar discussions between CILs and SLHDs to improve collaboration and pilot the CDC Foundation partnership guide
- Submit a report on key strategies, lessons learned, challenges and successes from the online seminar facilitated discussions

1.2 **Process Measures** – CDC Foundation will use the following indicators to measure the extent to which the activities above have been accomplished:

- Number of partners engaged in developing the facilitation guide for CIL/SLHD discussions
- Number of webinars conducted
- Number of CIL/SLHD engaged in each online seminar
- Number of times piloting the partnership guide on an online seminar
- Report provided to the CDC Foundation on key strategies, lessons learned, challenges and successes from the webinars

1.3 **Outputs** – The Subrecipient will produce/deliver the following services, events, and/or products:

Output	Date
Planning/Initiation meeting	September 1, 2022
Written workplan with timeline detailing engagement plan with partners and draft outlines of the facilitation guide and facilitated online seminar materials developed for CDC Foundation review	September 16, 2022
*CDC Foundation will return comments by September 21, 2022	

A fully developed facilitation guide and facilitated online seminar materials	October 7, 2022
Conduct fully accessible facilitated webinars for CILs/SLHDs, including the use of American Sign Language (ASL) interpreters, live transcription/closed captioning and other	October 21, 2022 – November 21, 2022
Summary report of online seminar results including number of webinars conducted and the number of CIL/SLHD participants	November 30, 2022
Final report identifying key strategies identified including challenges, successes and lessons learned.	December 31, 2022

1.4 **Outcomes** – The following results or changes are expected to be realized related to this program’s intervention:

- Improve the number of CILs and health department connections via increased opportunities for vaccine collaboration among non-federally funded CILs
- Improve participant's understanding of the barriers to vaccination and resources needed and available to improve accessibility for people with disabilities

1.5 **Outcome Measures** – CDC Foundation will use the following indicators to measure the extent to which the outcomes above have been achieved:

- Number of CILs and SLHDs engaged in webinars
- Results of the report provided to the CDC Foundation identifying key strategies, challenges, successes, and lessons learned

1.6 **Payment Structure**

CDC Foundation anticipates paying the contractor on a fixed price/deliverable basis but reserves the right to change the method of payment. An invoice template will be provided after the contract is awarded.

INSTRUCTIONS FOR APPLICANTS

Offerors should follow the instructions set forth below in the submission of their proposal to the CDC Foundation. CDC Foundation will not be responsible for any proposal that does not follow the instructions in this RFP and may reject any such non-compliant proposal at its discretion.

Communications during the RFP Period

A prospective offeror requiring any clarification on technical, contractual, or commercial matters may notify the CDC Foundation via email at the following address by 12:00pm EDT on July 29, 2022. Email for submissions of all queries: LaTasha Callis, lcallis@cdcfoundation.org.

CDC Foundation will respond in writing (via email only) by August 5, 2022 to any request for clarification of the RFP that it receives by the deadline indicated above. An RFP Supplement with a consolidation of responses to all questions (including an explanation of the query but without identifying the source of inquiry) will be posted on the CDC Foundation website.

Submission of Proposals

Proposals must be submitted to LaTasha Callis at lcallis@cdcfoundation.org. It shall be the Offerors responsibility to obtain a confirmation of receipt of the CDC Foundation of their submitted proposal. Note that proposals received after the deadline may be disqualified from funding consideration. Note that the confirmation of receipt of required submission is confirming the delivery and receipt of the proposal submission and is not a confirmation that the proposal submission is complete or responsive. Application materials should be submitted by 12:00pm EDT on August 12, 2022. Proposals will not be accepted after this date and time. We recommend you begin to submit your proposal by 11:00am EDT to allow sufficient time to address any unexpected technical issues.

Proposal Requirements

Proposals should be no more than 7 pages, single spaced, 11-point font, not including appendices, and must address the following:

1. Organization Information (page limit: one page)

- Organization name
- EIN/Tax ID
- DUNS Number – to request a DUNS number, visit <https://www.dnb.com/duns-number/get-a-duns.html>
- Organization address, phone number, and website
- Organization mission and year established
- Non-profit status
- Tax-exempt status
- Number of employees
- Annual revenue
- Are you certified as a diverse organization? If so, what certification
- Business classification (s):
 - Lesbian, gay, bisexual, and transgender (LGBT)-owned business
 - Minority owned business, including businesses owned by people with disabilities
 - Service-disabled veteran-owned business
 - Veteran-owned business
 - Woman-owned business
 - Small business
 - None of the above
- Small business, how do you identify:
 - Small, disadvantaged business (SDB/DBE)
 - 8a certified business

- HUBZone certified business
 - Economically disadvantaged women-owned small business (EDWOSB)
 - Other, meeting small business size standards for select North American industry classification system (NAICS) codes
 - None of the above
- Minority-owned business please specify:
 - Owned by a person with a disability
 - African American owned
 - Asian American/ Pacific Islander owned
 - Hispanic American owned
 - Native American/Alaska native owned
 - Other
 - Are you a current vendor to the CDC Foundation? If so, in what capacity?
2. **Technical Skills and Experience (page limit: two pages)** that demonstrates you/your organization's ability to deliver services as described in the RFP, specifically evidence of successfully providing support to CILs nationally, including identifying and entering into agreements rapidly. Capability statement should also include experience working with governmental organizations as well as experience in COVID-19 vaccine delivery in individuals with disabilities. Please also include experience with public healths and health care issues.
 3. **Approach/Methodology (page limit: two pages)** that provides a description of the proposed approach and technical solution with examples from successful past projects in line with the program activities. Please also include a description of the process and staffing capacity to initiate work immediately as proposed as well as any other resources or networks that could be drawn on. Please also include a timeline for project implementation, inclusive of preparation and final reporting.
 4. **Staffing Plan (page limit: two pages)** that demonstrates the qualifications and competence of the personnel proposed for the assignment. Please also provide resumes/CVs that clearly show tenure, professional experience and/or education that reflects knowledge and ability in content expertise.
 5. **Budget and Budget Justification (page limit: N/A)** provide a reasonable and detailed budget with supporting justification for all anticipated costs for a 4 month term (August 2022 through December 2022). Include a justification that explains the rationale for your proposed budget using the Budget Preparation Guidelines available at <https://www.cdc.gov/hiv/pdf/funding/announcements/ps15-1509/ps15-1509-budget-preparation-guidelines.pdf>.

Timeline:

Date	Description
July 22, 2022	RFP Release
July 29, 2022	Deadline to receive questions. Responses will be shared with those who have submitted an LOI by August 3, 2022.
August 3, 2022	Letter of Intent
August 12, 2022	Proposal Submission Deadline
August 19, 2022	Anticipated Selection Notification
September 1, 2022	Anticipated Project Implementation Start Date Implementation period of 4 months.

- Please note that the timeline is subject to change

SELECTION PROCESS AND REVIEW CRITERIA

Review of Written Proposals: Completed eligible applications submitted by the deadline will be evaluated and scored in accordance with the review criteria stated below. Written proposals will be evaluated on offerors' qualifications, expertise, and criteria below. The following table outlines the criteria that reviewers will use to guide their evaluation of each written proposal. The CDC Foundation anticipates funding a single proposal based on the multi-stage review process outlined below.

Level 1 Internal Review:

CDC Foundation will conduct an administrative review of all applications evaluating for completeness and minimum requirements as detailed in this RFP. Basic requirements include timely receipt of application and submission of all required attachments. Applications with omissions of any required documentation may be subject to disqualification.

Pre-Award Risk Assessment

The CDC Foundation reserves the right to conduct financial and due diligence reviews. As a public entity, the CDC Foundation has a responsibility to the public to ensure that the organizations that receive grant funds are financially stable and to evaluate each applicant's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate method of monitoring.

Level 2 External Review:

Applicants that pass Level 1 review will proceed to Level 2 review. Proposals that meet the organization eligibility criteria will then undergo a content review by three reviewers. Proposals will be evaluated and scored based on responses in the Proposal Narrative. Proposals will be scored on a scale of 0-100 points. Only proposals that have an average score of 70 points or more will be eligible for consideration for funding. High scoring applicants will proceed to Level 3 Review if applicable.

The following table outlines the criteria that reviewers will use to guide their evaluation of each written proposal:

DOMAIN	CRITERIA	WEIGHT
Technical Skills Experience	<ul style="list-style-type: none"> • Familiarity working with CILs and health departments • Demonstrated history of facilitating fully accessible online discussions between a variety of organizations • Ability to create summary reports of programming • Experience guiding meeting participants through a process to address an issue or solve a problem 	50%
Approach/Methodology	<ul style="list-style-type: none"> • Ability to create a fully developed facilitation guide and accompanying materials for meeting participants (within 40 days of NOA) • Plan to provide a summary report of online seminar results and a final report encompassing all results including key strategies to improve COVID-19 vaccine access for individuals with disabilities 	20%
Staffing Plan	<ul style="list-style-type: none"> • Coordination experience working with cross-sector organizations, including governmental bodies 	10%
Budget and Budget Justification	A budget for all anticipated costs for 4-month term that is reasonable and detailed and includes supporting justification. A budget narrative that includes a justification that explains the rationale for the proposed budget follows the CDC Budget Preparation Guidelines .	20%

Level 3 Interview (subject to change based on need):

The highest scoring applicants from the Level 2 Review may be invited for an interview to verify proposal content prior to final award decision. Only key personnel on the proposed RFP must attend the interview. The interview will provide an opportunity for reviewers and finalists to address any follow-up or clarifying questions.

All applicants will receive a notification of whether their proposal was selected for funding. The CDC Foundation will not provide scores but will provide specific review of feedback to unsuccessful applicants upon request. This request can be made five (5) business days following the decision via email to lcallis@cdcfoundation.org.