

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

Request for Proposals (RFP)

Centralized Facilitation of CILs
Response, Crisis and Preparedness Unit

Date Issued: July 12, 2021

Date Due: July 22, 2021

CDC FOUNDATION CONTACT

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1. 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, organizations, and individuals to protect the health, safety and security of America and the world. 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 last year.

2. SUMMARY OF REQUEST

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 Proposals (RFPs), the CDC Foundation seeks to enter into a contractual agreement with a successful bidder and select a suitable contractor to facilitate engagement with and administer sub-grants to CILs, with an ultimate goal of increasing COVID-19 vaccine uptake in people with disabilities. Working in close collaboration with technical, policy and public health experts, the contractor will engage and provide technical assistance to CILs in managing vaccine delivery programs and liaising with governmental bodies, including local health departments.

Bidders are requested to propose the best and most cost-effective solution to meet requirements, while ensuring a high level of service and adherence to tight timelines. The budget ceiling for this work shall not exceed \$6,372,572.42.

3. RATIONALE AND OBJECTIVES

Approximately 61 million adults living in the US have a disability, representing nearly 26% of the adult population. Disability alone may not be related to increased risk for contracting COVID-19. However, some people with disabilities may be at increased risk for contracting COVID-19 based on where they live, 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 vaccination sites. To address these challenges, successful vaccine programs for people with disabilities will best be achieved through collaboration with disability-led organizations who are subject matter experts and recognized leaders in their communities. The CDC Foundation aims to build the capacity of community-based organizations, specifically CILs, in at least 56 jurisdictions to provide tools, resources, and support to ensure equitable access to COVID-19 vaccines for people with disabilities.

Specifically, the successful contractor will work in close concert with the CDC Foundation and its contractors, CDC and other stakeholders to achieve the following outputs:

- Identification of and engagement with non-federally funded CILs in a minimum of 56 jurisdictions nationwide
- Create a partnerships toolkit and communications materials for CILs and health departments
- Summary report of key strategies implemented including the number of people reached by these activities and demographic information where available

- List of resources provided to the disability call center/hotline
- Summary report of challenges, successes, and lessons learned

The aim of the *Leveraging CILs to Increase Vaccines for People with Disabilities* project is to ensure that CILs are supported to facilitate increased COVID-19 vaccine uptake among people with disabilities, as well as to ensure that those activities are in-line with health department programming. The project consists of:

- A Centralized Facilitation of CILs contractor (partner being sought via this RFP) focused on technical and stakeholder engagement; this includes identifying and administering grants to non-federally funded CILs to increase COVID-19 vaccine accessibility. This partner will provide perspectives of individuals and organizations within this service sector.
- A Centralized Facilitation of Health Departments contractor focused on identifying and engaging local health department affiliates to work with the selected CILs referenced above. Health departments will be expected to provide information to their CIL counterparts.

4. SCOPE OF WORK

This project consists of facilitating and managing an engagement with CILs that have not received federal funding, within at least 56 jurisdictions. Working in close collaboration with community organizations as well as technical, policy and public health experts, the contractor will facilitate consensus on the priority use cases and a shared understanding of each use case's value proposition. The contractor must collaborate with other CDC Foundation contractors and staff that are implementing components of the overall project. Finally, as a subject matter expert in CILs, the contractor must provide focused consultation to other CDC Foundation contractors and staff that are implementing components of the overall project, as well as work collaboratively with these contractors/staff in facilitating health department connections and developing and piloting a toolkit with best practices.

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

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

- Provide resources and support to CILs, in a minimum of 56 jurisdictions, that were not previously eligible for CARES Act funding in fiscal year 2020 (i.e., CILs who receive funding through the state organization authorized by Title VII, Part B of the Rehabilitation Act – and also to CILs that have not received federal funding in the past)
- Identify, contact, and assess applications from eligible CILs
- Enter into grant agreements and provide funding to CILs.
- Facilitate outreach activities by CILs aimed at increasing COVID-19 vaccination access for people with disabilities by addressing the following key strategies:
 - educating consumers about the importance of receiving a COVID-19 vaccine
 - identifying individuals who are unable to travel to vaccination sites
 - scheduling vaccination appointments
 - arranging accessible transportation to vaccination sites
 - offering peer support
 - connecting to in-home vaccination options
 - providing technical assistance to health departments on vaccine accessibility, and
 - reminding people of their second vaccination appointment if needed
- Liaise with a suite of public health partners, including non-governmental organizations, health departments and governmental partners
- Assist CILs in coordinating efforts to increase vaccine access and promote local resources by providing input in the development and accessibility of the new Administration on Community

Living (ACL) disability call center/hotline, populating the hotline with local resources, promoting the hotline, and providing training and technical assistance addressing disability competencies where appropriate

- Provide summary reports of key strategies and lessons learned that can be used to inform local vaccine planning and implementation efforts for people with disabilities

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

- Number of CILs supported
- Number of people with disabilities reached, including demographic information where available
- Number of vaccination appointments scheduled
- Number of accessible transportation appointments arranged
- Number and type of technical assistance provided to state or local health departments

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

Output	Date
Kick-off meeting	within 10 days of award
Written plan for identifying, contacting, and assessing applications from CILs that have not received federal funding in a minimum of 56 jurisdictions	within 30 days of award
Agreements in place with CILs from least 56 jurisdictions and progress report on status	November 30, 2021
Progress report on implementation status identifying key strategies implemented including the number of people reached, demographic information where available, and a list of resources provided to the disability call center/ hotline if applicable	March 31, 2022
Final report identifying key strategies implemented including the number of people reached, demographic information where available, and a list of resources provided to the disability call center/ hotline if applicable. The report will also document challenges, successes and lessons learned.	May 31, 2022

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

- Increased opportunities for vaccine collaboration among non-federally funded CILs
- Improved access to COVID-19 vaccines for people with disabilities
- Improved call center data base

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

- Number of connections of CILs to Health Departments
- Number of CIL-led vaccine programs during project period
- A minimum of 56 jurisdiction/CILs engaged in vaccine implementation efforts for people with disabilities
- Number of materials submitted or communications to improve call center data base or Improved

call center data base

4.6 Payment Structure

CDC Foundation anticipates paying the contractor on a fixed price/deliverable basis. An invoice template will be provided after the contract is awarded.

5. KEY REQUIREMENTS

5.1 ELIGIBILITY

Applicants must meet all the following requirements:

- The applicant must be a Disability-led organization. Disability-led organizations are representative organizations or groups of people with disabilities, where people with disabilities constitute a majority of the overall staff, board, and volunteers in all levels of the organization
- Nonprofit organization with or without 501(c)(3) status with the IRS
- Headquartered in North America with principal project staff based in the United States.
- 5+ years of organizational experience liaising with and coordinating projects with CILs.
- Experience sub-granting funding, including managing a proposal solicitation, review and execution of associated project outcomes.
- Ability to enter into sub-grantee relationship with CILs quickly (within 30 days of NOA)

Preferred qualifications:

- Experience liaising and partnering with health departments.

5.2 Funds Available

CDC Foundation intends to award one contract for an eleven-month term (beginning August 2021 through June 2022). The final award amount is contingent on submission of a detailed and reasonable budget proposal to be approved by the CDC Foundation. Bidders are requested to propose the best and most cost-effective solution to meet requirements, while ensuring a high level of service.

5.3 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:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)

Additional subaward requirements will be communicated to successful proposers.

5.4 Place of Performance

The Contractor will carry out tasks at their offices, remotely engaging with partners and sub-grantees.

5.5 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 progresses.

5.6 Payment

CDC Foundation anticipates paying the selected contractor on a fixed price/deliverable basis but reserves the right to change the method of payment.

CDC Foundation will pay the contractor an amount not to exceed a Maximum Payable Amount (MPA) or ceiling price. The MPA will not exceed \$6,372,572.42.

6. INSTRUCTIONS TO BIDDERS

Bidders 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.

6.1 Communications during the RFP Period

A prospective bidder requiring any clarification on technical, contractual, or commercial matters may notify the CDC Foundation via email at the following address no later **12:00pm EDT on July 22, 2021**:

Email for submissions of all queries: Alaina_Whitton, Emergency Response Officer,
awhitton@cdcfoundation.org

(use subject: Bid Ref. 2021/CDCF/CILs-Question)

CDC Foundation will respond in writing (via email only) within two business days 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 enquiry) will be posted on the CDC Foundation website.

6.2 Submission of Proposals

Proposals must be submitted at

<https://app.smartsheet.com/b/form/d052d86c51814862aca6c57a702591d8>.

It shall be the Bidder's responsibility to obtain a confirmation of receipt by the CDC Foundation of their submitted proposal. Any proposal received after the closing date for submission of proposals will be rejected.

Proposal Requirements

Proposals should be no more than 6 pages, single spaced, 11-point font, not including appendices, and must address the following:

- 1) **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 health and health care issues.
- 2) **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 (section 4 above). 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.

- 3) **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.
- 4) **Budget and Budget Justification** – Provide a reasonable and detailed budget with supporting justification for all anticipated costs for a eleven-month term (August 2021 through June 2022). Include a justification that explains the rationale for your proposed budget using the **Budget Preparation Guidelines available at <https://www.cdcfoundation.org/request-for-proposals>** for guidance.

Required Attachments:

- **Vendor status verification:** U.S. System Award Management (SAM), or equivalent, search results for overall organization and individuals designated to this proposal.
- **Curriculum Vitae (CV) or Resume** for principals/experts (page limit: two pages per principal/expert).
- **Documentation of Experience** including Past Performances for at least two projects entering into agreements with CILs to implement programming.

Submitting a Proposal
 Application materials should be submitted by **12:00pm EDT on July 22, 2021**.
 Proposals will not be accepted after this date and time.
Proposals must be submitted electronically at
<https://app.smartsheet.com/b/form/d052d86c51814862aca6c57a702591d8>
We recommend you begin to submit your proposal by 11:00 am EDT to allow sufficient time to address any unexpected technical issues.

6.3 Timeline

Date	Description
July 12, 2021	RFP Release
July 15, 2021, 12:00 pm EDT	Deadline to receive questions. Responses will be turned around within two business days to all applicants.
July 22, 2021, 12:00 pm EDT	Proposal Submission Deadline
Late July 2021	Anticipated Selection Notification
August 1, 2021	Anticipated Project Implementation Start Date Implementation period of eleven months

*Please note that the timeline is subject to change

REVIEW PROCESS AND 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

bidders' qualifications, expertise, and criteria below. 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 and existing relationships with CILs • Ability to reach both urban and rural CILs • Demonstrated history of convening multiple cross-sectional CILs • Ability to create summary reports of programming • Ability to provide technical assistance to CILs in increasing COVID-19 vaccination access for people with disabilities 	50%
Approach/ Methodology	<ul style="list-style-type: none"> • Ability to enter into sub-grantee relationship with CILs quickly (within 30 days of NOA) • Plan to rapidly solicit, score and enter into agreements with CILs for programming that addresses 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 • Disability-led organization (Requirement) 	10%
Budget and Budget Justification	A budget for all anticipated costs for an eleven-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%

All applicants will receive a notification of whether their proposal was selected for funding. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.