Request for Proposals Supplement

Drug Policy Consultant

Date Issued: January 5, 2024
This Supplement revises the Request for Proposals (RFP) for Drug Policy Consultant issued on 12/14/23 and addresses questions submitted during the inquiry period from 12/14/23 – 1/4/24.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding.

*Please note that only communication received in writing from the RFP Contact on behalf of the CDC Foundation shall serve to supplement, amend, or alter in any way, this RFP released by the CDC Foundation. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFP.*

**Questions and Answers**

**Q1:** Will there be a new opportunity to participate in a future grant or funding opportunity to provide our training and services?

**A1:** We currently receive annual federal funding and currently are sourcing a subcontractor to fulfill this need for this current fiscal year. Next fiscal year funding has not been determined.

**Q2:** We consider what we have developed and implemented is our corporate intellectual property. Is there an opportunity to provide the Technical Assistance as the Drug Policy Consultant while protecting our content rights?

**A2:** Any background intellectual property your organization may already own would not transfer. As this contract will be federally funded to develop the work product ownership, any new work product developed needs to be flowed back up to the federal funder.

**Q3:** Is the intent of this RFP to create a program for other parties to implement/train as we have already invested corporate funds to create a program which seems to be what you are looking for?

**A3:** The intent of this contract is listed in Section 3.2 Deliverables and Expectations. We request the subcontractor to provide technical assistance to the Overdose Response Strategy (ORS) network by first conducting a needs assessment to inform a skill building technical assistance opportunity supplemented by creation of a resource tool. The intent is to build skills and knowledge amongst the ORS network and provide technical assistance/resources so they may effectively carry out their work.

**Q4:** Does the CDC Foundation expect the needs assessment to include surveys and/or interviews with representatives from all 61 ORS teams? Or would it be reasonable for the consultant to assess needs among a representative sample of the teams?
A4: The needs assessment survey will be sent to all 61 ORS teams to get a comprehensive understanding of the teams’ knowledge.

Q5: Are there other sources of information (e.g., reports or other documents submitted by the ORS teams) that could be reviewed to inform the needs assessment?

A5: The consultant would have access to relevant sources of information from the ORS teams, however, we anticipate there will be a need to pull from outside sources as well.

Q6: Will the contractor be expected to provide most or all of the skill-building technical assistance for ORS teams referenced in the RFP (i.e., training/webinar series, in-person presentation or workshop, guidance documents, office hours, etc.) at the Annual ORS National Conference?

A6: The needs assessment will inform the skill-building technical assistance format needed. We anticipate this could be provided virtually ahead of the Annual ORS National Conference along with a presentation or workshop at the conference with the audience of our ORS Teams and ORS partners.

Q7: Are there specific skills that the CDC Foundation hopes the ORS teams will build through the consultant-provided technical assistance, in addition to increasing knowledge related to current drug policies?

A7: The aim of the provided technical assistance would be to educate the ORS teams on current landscape/climate of drug policies in states and territories, answer questions related to these policies, and provide the teams with ways to work within these policies as related to their roles.

Q8: Does the CDC Foundation expect that the post-assessment (p.4 “Conduct post-assessment and provide summary report on findings with future recommendations for sustainability) will take place following the Annual ORS National Conference?

A8: The post-assessment survey would be conducted following the ORS National Conference.

Q9: Does the CDC Foundation anticipate that the consultant will conduct research necessary to develop the national resource-tool of drug laws and policies? Or are there existing documents that the consultant can leverage?

A9: The consultant can use other existing documents for developing the national resource tool, however, it is anticipated that the consultant will be a need to conduct their own research and collate the information into this tool.
Q10: Does the CDC Foundation have expectations for the format of the national resource-tool (e.g., an Excel database) or whether it will be maintained and updated regularly?

A10: We are seeking a consultant to conduct the research needed for supplying the inputs for a national resource tool, but the tool can be built and maintained by ORS staff. We are open to considering a range of data visualization tools, such as Tableau and ArcGIS.

Q11: What is the anticipated scope of the national resource tool, such as breadth of laws and policies covered, national level only or also state level laws and policies, level of detail needed, etc.?

A11: The resource tool should include both national, state and city-specific drug laws and policies, and should provide a high-level of detail pertaining to each law/policy.

Q12: Are you accepting individual applications for this RFP?

A12: We welcome applications from individual applicants with an LLC.