Request for Proposals

Overdose Data to Action (OD2A): Laptops for Field Employees

Date Issued: December 17, 2021
Date Due: January 7, 2022

CDC FOUNDATION

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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, 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.

2. **FUNDING OPPORTUNITY**

The CDC Foundation seeks organizations to support efforts to provide OD2A field employees staff with equipment (laptops). Implementation will occur immediately after award is received and is anticipated to be January 1, 2022 through July 31, 2022. Please note that budgets may not run past July 31st, 2022.

3. **BACKGROUND**

This project seeks to build the capacity of communities to implement overdose prevention activities through staffing support to jurisdictions. This project seeks to recruit, vet, select, train, and onboard field staff to support surveillance, prevention, and response activities within Overdose Data to Action (OD2A) and to select unfunded states. OD2A funds 66 jurisdictions (47 states, District of Columbia, 2 territories, and 16 county/local health departments). These funded recipients, plus Texas, Wyoming, and North Dakota, need field support to successfully combat the drug overdose epidemic. This project supports the placement of up to 170 145 field staff across four areas: (1) abstraction of mortality data, (2) epidemiological, (3) peer navigators and coordination of linkage to care services, and (4) other overdose prevention and response efforts.

4. **SCOPE OF WORK**

The purpose of this request for proposal (RFP) is to identify a contractor to provide laptops for OD2A funded jurisdictions staff. Applicants must be able to provide the following:

Laptops
• **QTY:** 150 laptops, to be purchased via a single order
  o **Minimum Specifications:** i7 CPU, 16GB RAM, 256GB SSD, 14” FHD 1920x1080, Microsoft Office Suite, three (3) year service warranty
• Interested parties may propose laptops with higher specifications to fulfill quantity and lead time requirements.

**Warehousing and Shipment Preparation Services**

• Ability to provide laptop warehousing and shipment preparation services in accordance with requirement below
  o Add property tags to laptops. Property tags must include: Property of CDC Foundation, and serial Number consistent with identification number issued by the manufacturer
  o Distribute daily based on needs/specifications identified by the CDC Foundation
  o Ship to up to 150 distinct addresses across all 50 states and U.S. territories
  o Accommodate variable shipping speeds (e.g., 2-day versus overnight)
  o Process requests received via a CDC Foundation specified platform (e.g., SharePoint, Smartsheet) within 48 hours of receipt, Monday through Saturday
  o Utilize a CDC Foundation provided shipping account with a major U.S. carrier
    • At the conclusion of the period of performance (January 1, 2022, through July 31, 2022), ship remaining, undistributed inventory to the CDC Foundation office at 600 Peachtree Street NE, Suite 1000, Atlanta, Georgia 30308

Interested parties may propose laptops with higher specifications to fulfill quantity and lead time requirements.
5. KEY REQUIREMENTS

5.1 Eligibility

Applicants must meet all the following eligibility criteria:

- Able to provide laptops meeting the minimum specifications noted in this RFP, in the quantity and within the lead time required.
- Able to provide laptop warehousing and shipment preparation services in accordance with stated requirements.

5.2. Funds Available

The CDC Foundation has been awarded funds through the CDC Cooperative Agreement “Expanding Capacity to Address the Drug Overdose Epidemic” (5NU38OT000288-04-01) to strengthen recipients eligible for the Overdose Data to Action (OD2A) program’s capacity to implement surveillance and prevention activities through staffing support. CDC Foundation intends to make the following award amount available: $325,000.

The final award amount is contingent on submission of a detailed and reasonable budget proposal to be approved by the CDC Foundation.

5.3. Funding Source

The resulting awards will be supported, entirely or in part, by federal funding through a cooperative agreement between the CDC foundation and the CDC. We anticipate that awards resulting from this solicitation will meet the criteria of “contractor” as defined by 2 CFR 200.331; a final determination will be made at the time of award.

Additional subaward requirements will be communicated to successful applicants.

5.4. Payment

CDC Foundation will pay the contractor a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price. The MPA will be based on the fee proposed and awarded and will be negotiated as part of the resulting contract.

CDC Foundation anticipates paying the contractor a per unit rate inclusive of all costs. An invoice template will be provided after the contract is awarded.

6. INSTRUCTIONS FOR APPLICANTS

Applicants should follow the instructions set forth below in the submission of their proposal to the CDC Foundation. Applicants applying as a consortium must identify a lead organization to apply on their behalf.

CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal.
6.1 Submission of Proposals

Please click the following link to complete the RFP by 5:00pm (ET) on December 29, 2021. Submissions after this date and time may not be considered.

RFP Link: Overdose Data to Action (OD2A) Request for Proposal (RFP) for CDCF Staffing Support Equipment

Applicants may request alternative method of proposal submission by emailing jjames.2@cdcfoundation.org or calling 470-664-9893 to coordinate an alternative method.

The below information will be requested on the application form:

I. Organization Information
   - Organization Name
   - Organization Address
   - EIN/Tax ID
   - POC Information

II. Name, Phone, Title, Email Technical Requirements
   1. Are you able to provide laptops meeting the minimum specifications noted in this RFQ, in the quantity and within the lead time required? [Yes/No]
   2. Are you able to provide laptop warehousing and shipment preparation services in accordance with stated requirements? [Yes/No]
   3. Provide a quote via attachment inclusive of:
      a. Laptops
         i. Product description(s) with associated specification(s).
         ii. Number of units by product
         iii. Per unit cost by product
         iv. Subtotal (i.e., Number of Units x Per Unit Cost), by Product
         v. Shipping (if applicable)
         vi. Taxes (if applicable)
         vii. Product subtotal
      b. Warehousing and Shipping
         i. Cost to warehouse, per laptop, for the duration noted
         ii. Cost to tag, per laptop
         iii. Rate card for further standard related, optional services offered by the respondent
         iv. Warehousing and shipping subtotal
      c. Total Cost
6.2 Communications During the RFP Period

Applicants may submit questions related to this RFP by **5:00pm ET on December 22, 2021**, via email to jjames.2@cdcfoundation.org and by phone at (470) 664-9893. An updated RFP Supplement containing the submitted questions and responses will be shared on the CDC Foundation website by **5:00pm ET on December 29, 2021**.

6.3 Anticipated Timeline*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 17, 2021</td>
<td>RFP Release</td>
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<tr>
<td>December 27, 2021</td>
<td>RFP Supplement Release (if necessary)</td>
</tr>
<tr>
<td>December 22, 2021</td>
<td>RFP Question Deadline</td>
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<tr>
<td>January 7, 2022 (REVISED)</td>
<td>Proposal Submission Deadline</td>
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<tr>
<td>Beginning of January</td>
<td>Selection Notification</td>
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<tr>
<td>January 1st, 2022 – July 31st, 2022</td>
<td>Implementation period of up to 7 months</td>
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*Please note that the timeline is subject to change

7. EVALUATION CRITERIA

The vendor with the lowest cost, technically acceptable offer will be selected.