Request for Quotes: Community of Practice Facilitation

Meeting Development and Facilitation

Date Issued:
December 7, 2023, | 5:00 p.m. EST

Due Date:
December 14, 2023, | 12:00 p.m. EST

CDC FOUNDATION CONTACT

VSPEVALUATION@CDCFOUNDATION.ORG
Summary of Request:

The following Request for Quote (RFQ) will be used to identify a subcontractor to provide meeting design support and facilitation for a community of practice. This community of practice engages 2-3 staff members from up to 23 VSPE participating veteran serving organizations (VSOs). The selected subcontractor will design and facilitate at minimum (3) three community of practice meetings for VSPE participating VSOs between January and June of 2024.

1. ABOUT THE CDC FOUNDATION

The CDC Foundation helps 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. The CDC Foundation manages hundreds of programs each year 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. Visit www.cdcfoundation.org for more information.

2. BACKGROUND AND NEED

The Veteran Suicide Prevention Evaluation program is a capacity building demonstration project, providing educational and technical assistance support to veteran serving organizations (VSOs) to implement program evaluation. Through this program VSOs specifically focus on developing and implementing either a formative or process evaluation of one of their upstream suicide prevention programs. In the one-year program, the CDC Foundation provides capacity building support through individualized technical assistance, webinars, a community of practice and evaluation specific tools and worksheets.

The selected subcontractor will provide services to support the VSPE Community of Practice:

2.1 VSPE Community of Practice

The Community of Practice (CoP) is a collective learning space for VSPE grantees to share ideas, strategies, and solutions as they work to implement evaluation projects
and build capacity within their organizations. The goals of the community of practice include:

- **Foster community** among current VSPE grantees to strengthen work within and beyond the VSPE funding period.
- **Provide a shared context** for participants to communicate and share evaluation experiences, including successes, challenges and lessons learned in ways that build understanding and insight.
- **Capture and share existing knowledge by building a network** for sharing best practices and evidence-based materials for suicide prevention.

The CoP meetings are guided by the VSPE timeline and stage of each VSOs evaluation plan. Typically, this includes developing a logic model, data collection and analysis, and implantation of their evaluation plans. The CoP meetings are meant to be a forum for grantees to share successes, challenges, best practices, and lessons learned with other VSPE grantees.

There will be (3) three CoP meetings (January, April, June) throughout the year (2024). The first two meeting attendees will include current VSPE grantees from six organizations, with up to 3 attendees from each organization. The third and final meeting attendees will include a combination of current and former VSPE grantees with approximately (2-3 people from a total of 23 organizations). Two of the three CoP meetings will be hosted virtually with the third being held during the VSPE Reverse Site Visit in June, in Atlanta, GA (hybrid option made available for former grantees). Meetings are usually between 1-2 hours in length and should be tailored to VSPE grantees’ interests and need to make sure participants get the most out of the shared time together. Meetings should be highly participatory and focus on bi-directional learning and networking amongst VSO participants.

### 3. SCOPE OF WORK

Through this RFQ a subcontractor will be selected to design and facilitate the community of practice sessions for current and former VSPE participating VSOs.

3.1 Meeting Planning

Selected subcontractor will participate in up to (2) planning meetings per CoP with the CDC Foundation to co-design each CoP meeting based on stated goals of the CoPs. It is anticipated that meetings will be designed around the concept of open space facilitation and foster ownership of the meeting by participants. The agenda, which will
be designed by the subcontractor in collaboration with CDC Foundation staff, should be interactive and provide space and time for participant engagement.

The selected subcontractor will support meeting planning and design for two (2) virtual CoP meetings and one (1) in-person meeting.

### 3.2 Meeting Facilitation

The selected subcontractor will provide real-time (virtual and/or in-person) facilitation of each CoP meeting, three (3) in total. Each meeting should allow for small group dialogue and questioning including cross-sharing and deeper connections between participating VSOs.

The selected subcontractor will facilitate two (2) virtual CoP meetings and one (1) in-person meeting.

### 3.3 Deliverables

| Meeting Planning | • Attendance at pre-planning meetings (up to two (2) per CoP).  
|                  | • Develop and submit recommendations for the design of the CoPs (up to three (3)) including length, timing, content and engagement strategies based on planning meetings. Initial planning should include:  
|                  |   o Approximately 18 participants  
|                  |   o A length of no greater than 2.5 hours  
|                  |   o Zoom as the meeting platform with interactive activities (i.e., Google, Jamboard, Mural, etc.)  
|                  |   o A design centered around the concept of open space and high participation  
|                  | • Incorporate lessons learned and feedback from previous CoP meetings into future planning. |
| Meeting Facilitation | • Develop pre-reading and/or meeting materials for virtual and/or in-person facilitation for each CoP meeting, three (3) in total.  
|                    |   o Setting expectations and outlining the meeting  
|                    |   o i.e., email communications, videos, Jamboard or Mural, etc.  
|                    | • Develop agenda for each CoP meeting.  
|                    | • Facilitate the sessions virtually via Zoom and/or in-person.  
|                    | • Provide production support for the virtual sessions, including breakout room creation and execution, chat management, polls, and other related tasks. |
4. KEY REQUIREMENTS

4.1 Eligibility

Applicants must meet all the following eligibility criteria:

- Have previous experience working with veteran serving organizations, and specifically providing open space and or networking sessions
- Have previous experience designing and facilitating open space and networking sessions virtually and in-person for high engagement and participation.

4.3 Funding Source

The agreement resulting from this RFP will be supported by Federal funding under the Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation’s Health grant with the award number 6 NU38OT000288-05-04 from the Centers for Disease Control and Prevention.

5. INSTRUCTIONS FOR APPLICANTS

All interested applicants should complete the following requirements and submit materials via email by December 14, 2023. All proposals should be submitted by 12:00 p.m. EST. Applications that are deemed incomplete will not be considered for selection.

Applicants should send the following as one PDF document via email to VSPEvaluation@cdcfoundation.org, using subject line “[RESPONSE] Community of Practice Facilitation:”

- Letter of interest (1 page) – this letter of interest should include experience working with veteran serving organizations or similar populations for open space or networking type events as well as history and exemplification of experience to complete the scope of work. The following contact and organization information should also be included:
  - Legal Organization Name
  - Street Address
  - City, State, Zip Code+4 (XXXXX-XXXX)
  - Website
  - Email
  - Year Established
  - Federal Tax Identification (ID) Number/Employer Identification Number (EIN)
  - Data Universal Number System (DUNS) number
  - SAM Unique Entity ID (UEI)
Business Classifications

- Proposed budget – the proposed budget should be completed on the provided deliverable based invoice template for all the deliverables mentioned in this RFQ. **Please note** travel for in-person events will be covered by the CDC Foundation and should not be included in this award.
- Sample work – please include at least one example of work i.e a meeting agenda, interactive activity, or work product from a similar scope of work.

6. DISCLAIMER IF NEEDED

This Request for Quote: Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation’s Health is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling $800,000 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, CDC/HHS or the U.S. Government.

7. EVALUATION AND SELECTION PROCESS

The CDC Foundation reserves the right to evaluate contractors based on qualifications, expertise, and cost-effectiveness.

7.1 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.

7.2 Timeline:
- RFQ Release – December 7, 2023
- RFQ Closing – December 14, 2023
- Scope of Work – January through June 2024
  - The first CoP meeting is scheduled for January 9, 2024, at 2 p.m.

The CDC Foundation will notify the candidate directly if they are selected.