

Request for Quotes

Landscape Analysis of Health Departments with Programming Serving People Experiencing Homelessness

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Date Response: December 14, 2022

Edited on 11/14 to modify MPA

CDC FOUNDATION CONTACT

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A. SUMMARY OF REQUEST

The CDC Foundation seeks a consultant to design, field and analyze a survey to identify the scale and extent of work focused on people experiencing homelessness in health departments in states, large cities, and tribal nations.

B. BACKGROUND AND NEED

People experiencing homelessness are disproportionately affected by a multitude of infectious diseases, ranging from HIV, tuberculosis, hepatitis A and C, to invasive bacterial disease, such as severe streptococcal disease. Protecting the health of people currently experiencing homelessness, while supporting the end of homelessness, requires multi-agency and multidisciplinary collaboration. To complement and build off existing work of the Centers for Disease Control and Prevention (CDC), additional information is needed to ensure that CDC is well positioned to coordinate with health department partners. Additionally, the CDC Foundation has funded a pilot project establishing Centers of Excellence in Public Health and Homelessness, which will benefit from a better understanding of the landscape of health department engagement with services for or surveillance of people experiencing homelessness with infectious disease needs.

C. SCOPE OF WORK

In collaboration with the CDC, the CDC Foundation seeks a consultant to lead and execute a landscape analysis to identify and characterize health departments with programming dedicated to people experiencing homelessness in states, large cities, and tribal nations. The landscape analysis should be representative of both small and large health departments and urban and rural settings. The purpose of this request for quotes (RFQ) is to identify quality technical expert(s) to design, execute and report out on a landscape analysis of health department programming dedicated to people experiencing homelessness.

The project should result in a disseminated white paper and a directory of health department contacts no later than May 15, 2023.

Deliverables/Expectations:

- Develop and execute a data collection and analysis plan, including respondent identification
- Develop and field surveys and key informant interviews
- Provide monthly brief progress reports
- Provide a final white paper and directory of contacts

D. REQUEST FOR QUOTES

Quote Requirements: Proposal to be submitted in PDF Form and should be no more than 6 pages, single spaced, 11-point font, in English, and should address the following:

- Agency/consultant overview
- Description of primary approach to dissemination and proposed activities with estimated timelines
- Staffing Plan
- Proposed Budget:
 - Detailed budget and budget justification – Compensation will be on a fixed fee deliverables basis not to exceed \$120,000.

- Organizational Overview:
 - 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?

Please direct any questions and the final submission to Laini Whitton, Emergency Response Officer (awhitton@cdcfoundation.org) with a copy to Michael Bien, Monitoring and Evaluation Manager (mbien@cdcfoundation.org).

E. TIMELINE

Date	Description
November 14, 2022	RFP Release
November 17, 2022	Deadline to receive questions and a Letter of Intent (LOI) to apply. Responses will be shared with those who have submitted an LOI by

	November 23
December 14, 2022	Proposal Submission Deadline
December 30, 2022	Anticipated Selection Notification
January 16, 2023	Anticipated Project Implementation Start Date

F. REVIEW CRITERIA

All proposals received will be reviewed and taken into consideration. The following Review Criteria will be utilized:

Category (Weight)	Considerations	Total Weight Percentage by Category
Experience	<ul style="list-style-type: none"> • Previous experience designing and executing landscape analyses for domestic programs • Familiarity and experience with the structure of health departments in the US • Basic understanding of services provided by health departments for people experiencing homelessness • Demonstrated experience in creating externally-facing materials 	30%
Approach	<ul style="list-style-type: none"> • Planned approach to reach a diverse group of health departments • Reasonable timeline for question development and review by the CDC Foundation • Appropriate project timelines for data collection, analysis and dissemination 	50%
Budget	<ul style="list-style-type: none"> • Budget is appropriate for scale and well-justified given parameters 	20%
Total		100%