Improving Maternal and Infant Health COVID-19 Surveillance and Clinical Care Project
Mental Health Provider Needs Assessment

Request for Proposals (RFP)

CDC Foundation
Non-Infectious Disease Programs

**RFP Release Schedule:**

RFP Date Issued: **Monday, December 6, 2021**

Applicant questions submitted via email by latest: **Friday, December 10, 2021, 4PM EST**

Proposals Due: **Monday, December 20, 2021, 12PM EST**

**CDC FOUNDATION CONTACT**

[DRHProcurement@cdcfoundation.org](mailto:DRHProcurement@cdcfoundation.org)
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 influencing 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 National Foundation for the Centers for Disease Control and Prevention (CDC Foundation) was awarded a federal grant to work on the Improving Maternal and Infant Health COVID-19 Surveillance and Clinical Care Project in partnership with the Centers for Disease Control and Prevention (CDC)’s Division of Reproductive Health. The goal of the project is to provide support for maternal-infant health COVID-19 surveillance as well as to integrate COVID-19 vaccination and other efforts to reduce severe illness from COVID-19 with the CDC strategic areas of focus.

Funding awarded by this grant will support efforts to address mental health provider needs when caring for pregnant and postpartum people during the COVID-19 pandemic. Through this Request for Proposal (RFP), the CDC Foundation will provide funding and support to one national organization with the capacity to collect relevant data in the form of a needs assessment to address what psychiatrists (and other mental health providers, e.g., psychologists) require to appropriately provide continuity of care for pregnant and postpartum people with mental health conditions. The selected grantee will also be required to provide a report of the knowledge, attitudes, practices of mental health providers in treating individuals with mental health conditions who are pregnant, postpartum, and considering becoming pregnant.

3. BACKGROUND

During the COVID-19 pandemic, mental health symptoms and conditions (e.g., anxiety, depression) have dramatically increased. There have been anecdotal reports of individuals with mental health conditions having their clinical care dropped by their mental health provider once they become pregnant. This subcontract will provide data on whether this is happening from a mental health provider perspective, and if so, how best to address and reduce discontinuity of care.

Additional Resources
Additional information on CDC’s public health approach to COVID-19 and the pregnant and postpartum population:
4. SCOPE

The successful applicant will be expected to complete the following outputs:

4.1 Process measures:

- Summary of number and type of mental health professionals engaged, including provider designation (psychiatrists, psychologists, and other mental health providers)
- Method of engagement
- Plans for summary and dissemination of findings

4.2 Deliverable(s):

1. A review of the literature and recommendation of a framework for data analysis
2. Collection and analysis of quantitative and qualitative data
3. Final report inclusive of knowledge, attitudes, and practices of mental health providers in treating individuals with mental health conditions who are pregnant, postpartum, and considering becoming pregnant. Findings included in the report should include the following: identification and analysis on relevant information and priorities and should be centered around recommendations to reduce discontinuity of care for pregnant and postpartum people with mental health conditions.
4. Dissemination of findings to stakeholders (e.g., public health and clinical community) through a variety of venues (e.g., webinar, publication; Presentations at national conferences or professional association meetings, share information via social media and/or the organization website). Dissemination products should include, but are not limited to:
   a. Dissemination plan for how findings will be disseminated to public health and clinical community post project
   b. PowerPoint (PPT) presentation of findings to internal and external stakeholders
5. Production of raw digital data files for ongoing analysis (quantitative and qualitative, de-identified)

4.3 Goal:

- To improve continuity of care for pregnant, postpartum, and individuals considering becoming pregnant with mental health conditions
5. KEY REQUIREMENTS

5.1 Eligibility
Applicants are preferred to be recognized as national organizations with direct access to professional mental health members and the capacity to query mental health providers. Organizations that meet these criteria must also be classified by the following:

- Organization headquartered within the United States or its territories
- Have established relationships with mental health providers, clinicians, and related groups

5.2 Funds Available
CDC Foundation intends to fund one organization for a seven-month term (beginning late January 2022 through end of July 2022). The total budget for all work related to the project must **not exceed $450,000 USD**. The final award amount is contingent on submission of a detailed and reasonable budget to be approved by the CDC Foundation.

5.3 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 NU38OT000288-04-01 from the Centers from 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. Subrecipients 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 selected organization will carry out tasks at their offices and work with the CDC Foundation virtually.

5.5 Performance Monitoring
The performance will be monitored in line with the agreed project plan. The selected organization will be expected to work in close collaboration and consultation with the CDC Foundation and the CDC. 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 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 on a deliverable basis. An invoice template will be provided after the contract is awarded.

6. INSTRUCTIONS TO APPLICANTS

Applicants 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, at its discretion, reject any such non-compliant proposal.

6.1 Communications during the RFP Period (Optional)

Applicants may submit questions related to this RFP by 5:00pm ET on December 10, 2021, via email to DRHProcurement@cdcfoundation.org. Please write “Questions RFP Mental Health Provider Needs Assessment” in the Subject line. An RFP Supplement containing the submitted questions and responses will be shared on the CDC Foundation website by 7:00pm ET on December 14, 2021.

6.2 Submission of Proposals

Proposals must be submitted at https://app.smartsheet.com/b/form/f7d4f1510b92468787925d0efcb59c68

It shall be the Applicant’s responsibility to obtain 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 six (6) pages, single spaced, 11-point font and one-inch margins, excluding appendices. Proposal narrative should address the following elements:

I. Applicant Experience and Capacity:

Capability statement (page limit: three pages) that demonstrates the organization’s ability to implement the scope of work as described in the RFP.

1. Organizational Mission - What is the organization’s mission and how will the work described in this RFP help the organization to achieve its mission?

2. Organizational Experience - What is the organization’s capacity (including existing data sources)? Briefly describe any previous experience highlighting examples of related work (lists or links to reports,
published articles, briefs, bulletins, or PowerPoint presentations are acceptable). Specific product samples should be provided in appendix B.

3. **Staff Bios** highlighting specific experience related to requirements of this solicitation. Only individuals listed in the budget (who will work on the project) should be included. Note: Use of consultants/contractors is allowed.

II. **Applicant Approach:**

An approach that demonstrates a clear sense of which outcomes the Applicant aims to assess, justification, intended utility, and the analytic plan.

1. **Overall Approach** - How would your organization approach this project? Include the following:
   - A brief description of your organization’s plans to complete the scope of work within the specified timeframe
   - Necessary tools or resources to perform the project (e.g., statistical software packages).
   - Plan for how you will complete the indicated scope of work within the specified timeframe.

2. **Process Measures** – Project related tasks used to measure the selected applicants’ performance
   - Number and type of mental health professionals engaged
   - Method of engagement applicant plans to use

3. **Staffing Plan** – Brief description of the roles and responsibilities of the specific personnel to be assigned to this project, including any consultants/contractors.

Part Two - **Appendices** *(excluded from the 6-page total requirement described above):*

1. **Appendix A: Detailed Budget and Budget Justification** *(Budget Preparation Guidelines and a Budget Narrative Template have been provided with the RFP to assist applicants with budget preparation. Please find additional guidelines on budget requirements below).*

2. **Appendix B: Sample Product** that demonstrates that you have the capacity to plan and implement this project. Please include at least one previously developed product completed no more than 3 years ago. (not to exceed ten pages).

3. **Appendix C: Curriculum Vitae (CV) or Resumes** for project personnel. Please submit one resume or CV of no more than two pages for each of the key members of the team outlining relevant work history. All resumes and CVs should be combined into a single document when uploading the application. It is not necessary to submit resumes or CVs for all team members, only the key members of the project.

4. **Appendix D: Single Audit Report or Audited Financial Statement.**

**Budget Guidelines:**
a) **Total project budget should not exceed $450,000 USD.**

b) A detailed budget should be submitted with a supporting narrative for all anticipated costs. The budget narrative should conform to the attached CDC Office of Grants Services (OGS) budget preparation guidelines.

c) It is the intention of this solicitation to support expenses that are directly attributable to project outcomes. Proposed budget costs should be necessary for the appropriate and efficient performance of activities specific to the goals and purpose of this project. Due to the amount funding available and the short duration of the project period, applicants are encouraged to refrain from budgeting indirect costs (costs of doing business that are not readily identified with the objectives of this grant - e.g., utilities, insurance, payroll taxes, capital expenditures for general purpose equipment, etc.) and include direct costs (e.g., salary, fringe benefits, supplies, travel (meal and incidental expenses), contractual, consultant costs, etc.) required to execute the grant instead. Costs should be broken down by task and supported by the appropriate narrative highlighting the alignment to the project.

d) Salaries: This category captures the costs of personnel assigned to work directly on the project. Costs identified under Personnel are only for project staff who are employees of the applicant organization. Costs for project staff who are not employees of the applicant organization should be included under Consultants/Contractors. **Ensure that budget period duration is adjusted to 7 months** (January 27, 2022 – July 31, 2022) for salary and fringe calculations.

e) Contracts: The CDC Foundation acknowledges you may not have complete information for any contract at the budget development stage. However, if you are using a sub-contractor, we would like to understand what is expected to be accomplished by each contract and the estimated costs. In the cost calculation section, please provide the calculations used to derive the requested budget.

f) Grant funds may only be expended against any contract in your budget within the final approved grant period. If CDC Foundation funds are the anticipated sole source of support for the project funded by your award, the contract start date should not be earlier than the start date of your award, and the end date should not be later than the end date of the award.

**Budget negotiation:** The budget narrative for applicants selected to move forward will be reviewed and negotiated to ensure that they meet the goals and objectives of the proposed project and that they are consistent with CDC Foundation policies. Therefore, during budget negotiation, you may be asked to revise the budget and budget narrative before final budget is approved for funding.

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**Submitting a Proposal**

Application materials should be submitted by **12:00pm EST on Monday, December 20, 2021**

Proposals will not be accepted after this date and time.
Proposals must be submitted electronically at
https://app.smartsheet.com/b/form/f7d4f1510b92468787925d0efcb59c68
We recommend you begin to submit your proposal by 11:00 am EST to allow sufficient time to address any unexpected technical issues.

6.3 Anticipated Timeline

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<th>Description</th>
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<tr>
<td>December 6, 2021</td>
<td>RFP Release</td>
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<tr>
<td>December 10, 2021, 4PM EST</td>
<td>Deadline for submission of applicant questions</td>
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<td>RFP Supplement Release</td>
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<td>December 20, 2021, 12:00 pm EST</td>
<td>Proposal Submission Deadline</td>
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<td>January 10, 2022</td>
<td>Anticipated Selection Notification</td>
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<tr>
<td>January 27, 2022</td>
<td>Anticipated Project Implementation Start Date</td>
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<td>Implementation period of 7 months, with the possibility for extension</td>
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*Please note that the timeline is subject to change*

7. SELECTION PROCESS AND REVIEW CRITERIA

The CDC Foundation will award a grant to an applicant based on the following review process outlined below.

Internal Review:

CDC Foundation will evaluate all applicants for completeness and minimum requirements. Basic requirements include timely receipt of application and submission of all required attachments. Applications with omissions of any required documentation will be subject to disqualification.

The CDC Foundation also 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 subrecipient monitoring, per program year. Further written materials to assess risk may be requested during or prior to the review.

The following table outlines the criteria that reviewers will use to guide their evaluation of each written proposal.

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<th>DOMAIN</th>
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| **Applicant Experience and Capacity** | Review will include an assessment of your organizational history, your capacity and experience as it relates to the requirements within this RFP, and evidence of previous work. Measures will include:  
1. Organizational Mission – Description of the organization’s mission and how the work described in this RFP will help the organization to achieve its mission.  
2. Organizational Experience – Description of the organization’s capacity (including existing data sources) and any previous experience highlighting examples of related work (lists or links to reports, published articles, briefs, bulletins, or PowerPoint presentations are acceptable).  
3. Inclusion and relevance of Staff Bios highlighting specific experience related to requirements of this solicitation | 60% |
| **Project Plan and Approach** | Review will include an assessment of overall approach and strategy described/outlined in the proposal that demonstrates a clear sense of what outcomes you aim to assess, justification, intended utility, and how you will complete the indicated scope of work within the specified timeframe. Measures will include:  
1. Overall Approach – Extent to which the applicant describes how the organization will approach this project, including:  
   - Description of the organizations plans to complete the scope of work  
   - Inclusion of the necessary tools or resources to perform the project (e.g., statistical software packages).  
2. Process Measures – Extent to which the applicant describes project related tasks used to measure performance, including:  
   - Number and type of mental health professionals engaged  
   - Method of engagement applicant plans to use. | 30% |
3. Staffing Plan – Extent to which the applicant describes the roles and responsibilities of the specific personnel to be assigned to this project, including any consultants/contractors.

| Proposed Budget, Budget Narrative | A budget and justification for all anticipated costs for a seven-month term (beginning January 2022 through July 2022 with the possibility for an extension). Budget is reasonable and detailed. Budget justification explains the rationale for the proposed budget. | 10% |

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.

Attachments:

1. OGS Budget Preparation Guidelines
2. Budget Narrative Template