

Request for Proposals

Overdose Data to Action (OD2A) Staffing Support

Technical Assistance

Expanding Capacity to Address the Drug Overdose Epidemic

Date Issued: June 2, 2022 **(Revised June 17, 2022)**

Date Response Due Extension: June 24, 2022

Contact Information:

Candace Spradley

Team Lead

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CDC FOUNDATION

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Basic Information

RFP Release Date	June 2, 2022
Proposal Due Date	June 24, 2022
RFP Contact Information	Candace Spradley, cspradley@cdcfoundation.org
Anticipated Performance Term	August 15, 2022 – February 15, 2023
Required Eligibility	<p>Applicants must meet all the following eligibility criteria:</p> <ul style="list-style-type: none"> • Must be nonprofit, tax exempt 501(c)(3) or under an IRS code other than 501(c)(3). Broad knowledge of public health principles and their application as well as the drug overdose epidemic. • Expertise in providing individualized technical assistance related to all 10 strategies covered under OD2A, including substance use prevention, harm reduction, and surveillance. • Expertise in conducting outreach and needs assessments. • Demonstrated ability to deploy technical assistance through a variety of formats including recorded webinars, guidance documents, toolkits, fact sheets, training events, telephone consultations and documentation reviews.
Anticipated Funding and Payment Structure	<p>CDC Foundation intends to award one (1) contractor for an anticipated start date of August 15, 2022, through June 30, 2023. Offerors are requested to propose the best and most cost-effective solution to meet the RFP’s requirements, while ensuring a high level of service.</p> <p>The anticipated Maximum Payable Amount (MPA) for this contract is \$500,000. The final award amount is contingent on submission of a detailed and reasonable budget to be approved by the CDC Foundation. CDC Foundation reserves the option to negotiate a best and final offer from offerors.</p>
Payment Structure	<p>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 proposed budget and will be negotiated as part of the resulting contract.</p> <p>CDC Foundation requests offerors incorporate anticipates a cost reimbursable payment method but in their proposal. CDC Foundation reserves the right to negotiate the fee structure.</p>
Funding Source	The agreement resulting from this RFP will be supported by Federal funding under the “Expanding Capacity to Address the Drug

	Overdose Epidemic” project via Cooperative Agreement Number 5NU38OT000288-04-01 from the Centers for Disease Control and Prevention. The CDC Foundation anticipates that the award(s) 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.
Place of Performance	The work/delivery of the services can be done through (offices, remote, via web conference) depending on the location and needs of the field staff and format of services provided.
Performance Monitoring	The performance will be monitored in line with the agreed project plan. The Contractor will be expected to work in close collaboration and consultation with the CDC Foundation. The plan for each deliverable will be an important part of the overall project.
Required Documents	Description of yourself or team with resumes and availability to start the project (page limit: 2 pages per principal/expert)

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 a Contractor to provide individualized technical assistance to over one hundred fifty (150) field staff in twenty (20) position types to support the Overdose Data to

Action (OD2A) Staffing Support Program. The purpose of the OD2A Staffing Support Program is to support jurisdictions in responding to the overdose epidemic. The CDC awarded the CDC Foundation a Cooperative Agreement (CoAg) titled “Expanding Capacity to Address the Drug Overdose Epidemic” to strengthen OD2A recipient’s capacity to implement overdose surveillance and prevention activities through staffing supports. Many field staff hired for this project do not have prior experience with OD2A efforts.

3. BACKGROUND

CDC estimates that over 100,000 individuals have died from drug overdose in 2021, a 15 percent increase from 2020. This is the highest number of overdoses in US history.

To help address the overdose epidemic, CDC and the CDC Foundation are working together with partners to provide resources, expertise, and more capacity to communities across the country who are struggling with this surge of opioid overdoses. This includes providing support staff to the OD2A jurisdictions as well as training and technical support services to assist them with completion of OD2A activities.

This request for proposals seeks to enhance the staffing support to jurisdictions for implementing overdose prevention and surveillance activities by providing additional individualized technical assistance. Overdose Data to Action (OD2A) is a multi-year cooperative agreement from the CDC to 66 recipients comprised of state, territorial, city and county health departments. The cooperative agreement staffing support project with CDC Foundation involves recruiting, vetting, selecting, training, and onboarding field staff to support surveillance, prevention, and response activities within this Overdose Data to Action (OD2A) program. All OD2A jurisdictions and local subrecipients eligible for this opportunity were selected from a Request for Application (RFA) process. This project supports the placement of up to 163 field staff across several primary 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.

There is a need for a Contractor to provide individualized technical assistance to all CDCF field employees to support Overdose Data to Action (OD2A) activities. CDC Foundation coordinators will assist the contractor in ensuring coordination and delivery of technical assistance (TA) to staff.

4. SCOPE OF WORK

The purpose of this request for proposal (RFP) is to identify a Contractor to provide technical assistance to staff hired to support Overdose Data to Action prevention and surveillance activities within identified jurisdictions. Contractor should have demonstrated experience providing technical assistance in all topics covered under the ten (10) OD2A strategies,

including overdose surveillance, prevention and evaluation of programmatic efforts. The strategies can be found at: [About OD2A | Drug Overdose | CDC Injury Center](#).

The activities involved include, but are not limited to, the following:

- Conduct outreach and needs assessment to gauge technical assistance needs.
- Conduct individualized assessments and plans to assist staff members in gaining skills and resources to support their specific position or role.
- Provide recorded webinars, guidance documents, toolkits, fact sheets, training events, telephone consultations and documentation reviews.
- Provide guidance and support to staff, based on their individual role and responsibilities.
- Conduct knowledge and skill-based assessments to determine effectiveness of support and additional needs.
- Meet with CDC Foundation coordinators and program management staff monthly and as needed.

Deliverables/Expectations:

- Conduct outreach for engagement in technical assistance
- Provide individualized technical assistance to OD2A Staffing Support Program employees
- Monthly meetings with CDC Foundation team
- Monthly progress reports
- Monthly detailed financial reports on expenditures
- Final narrative summary report on services provided and potential training gaps

5. INSTRUCTIONS FOR 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 which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal.

5.1 Submission of Proposals

Submit a proposal according to the requirements below by email to Candace Spradley at cspradley@cdcfoundation.org by 4:00pm (EDT) on **June 24, 2022**. Submissions after this date and time may not be considered.

Proposal Requirements: Proposal to be submitted in PDF format and should be no more than 10 pages, single spaced, 11-point font, in English, and should address the following:

I. Organization Information

- 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
 - 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:
 - 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?

II. Technical Skills Experience

- Overview of Organization

- Description of previous experience in providing technical assistance related to all 10 strategies covered under OD2A, including substance use prevention, harm reduction, and surveillance. Contractor created and implemented needs assessment will be utilized to determine specific areas of technical assistance. Specific experience in addressing knowledge gaps in the following areas, including, but not limited to:
 - Behavioral health
 - Linkage to care
 - Epidemiology and data analysis
 - Communications and graphic design
 - Program management and evaluation
 - Harm reduction
 - Stress management and compassion fatigue
 - Partnership building
- Provide at least two (2) client references related to this experience
- Provide examples of demonstrated experience
- Description of interest in this opportunity

III. Proposed Approach

a) Administrative Tasks

- Detailed workplan including milestones and timeframe for completion including the following:
 - Communication
 - Organization
 - Workplan (timeline) development
 - Needs assessment planning and development
 - Reporting considerations

b) Ability to Deploy Technical Assistance

- Demonstrate experience with timeliness of provision of technical assistance.
- Description of plan for finding and engaging appropriate subject matter experts.
- Provide at least (2) examples of coordinating technical assistance.

c) Facilitation and Partnership Building

- Provide at least (2) examples of partnership building including:
 - Coordination
 - Facilitation

- Working with cross-sector organizations
- References will be considered

IV. Budget and Budget Narrative

- Maximum Payable Amount: \$500,000.00
- Detailed budget and budget justification – Compensation may be on a fixed fee basis, by deliverable/milestone or actual costs. Please include a justification that explains the rationale for the budget. If deliverable based, please ensure costs are delineated by deliverable. Where appropriate, further delineate cost of development and delivery.
 - The budget narrative should conform with the [CDC Budget Preparation Guidelines](#).

5.2 Communications During the RFP Period

Applicants may submit questions related to this RFP **5:00pm ET on June 8, 2022**, via email to Candace Spradley, Team Lead, cspradley@cdcfoundation.org. An updated RFP Supplement containing the submitted questions and responses will be published in a Frequently Asked Questions (FAQ) document and shared with all interested applicants by **5:00pm ET on June 10, 2022**.

5.3 Anticipated Timeline*

June 2, 2022	RFP Release
June 8, 2022	Inquiry Period
June 10, 2022	RFP Supplemental Release/FAQ
June 24, 2022	Proposal Submission Due Date
July 5, - July 12, 2022	Interviews
July 13, 2022	Notification of Selection
August 22, 2022	Contract Execution
September 22, 2022 – February 12, 2023	Monthly Reports
February 15, 2023	Contract End Date
March 15, 2023	Final Report Due

**Please note that the timeline is subject to change*

6. SELECTION PROCESS AND REVIEW CRITERIA

Selected applicants will receive a notification that their proposal was selected for funding. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.

The CDC Foundation will award grants to applicants based on the following multi-stage review process outlined below.

Level 1 Administrative Review:

CDC Foundation will evaluate all applicants for completeness and minimum requirements. Basic requirements include timely receipt of application, meeting all eligibility criteria and submission of all required attachments. Applications with omissions of any required documentation may 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.

Level 2 Proposal Review:

Applicants that pass Level 1 review will proceed to Level 2 review. A panel of three independent reviewers with evaluation and subject matter expertise will review and score written proposals. Reviewers will score applicants in accordance with review criteria listed below.

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

Category	Review Criteria	Points
Organization Information	Not scored	0
Technical Skills Experience *References will be considered	<ul style="list-style-type: none"> • Drug overdose prevention/surveillance/harm reduction expertise • Previous experience working with CDC’s Division of Overdose Prevention • References will be considered 	30
Administrative Tasks	<ul style="list-style-type: none"> • Communication • Organization • Workplan (timeline) development • Needs assessment planning and development • Reporting considerations 	15
Ability to Deploy Technical Assistance	<ul style="list-style-type: none"> • Timeliness of provision of technical assistance • Plan for finding and engaging 	25

	appropriate subject matter experts • Plan for coordinating technical assistance	
Facilitation and Partnership Building	• Coordination • Facilitation • Working with cross-sector organizations • References will be considered	10
Budget	• Cost-effectiveness • Detailed budget justification	20
Total		100 Points

Level 3 Interview (subject to change based on need):

The highest scoring applicants from the Level 2 Review may be invited for an interview. Only key personnel on the proposed RFP must attend the interview. The interview will provide an opportunity for reviewers and finalists to address any follow-up or clarifying questions. Content of the interview may be used to inform final award decisions.