

Frequently Asked Questions

Support for the Public Health AmeriCorps Program: Career Development Webinar Series

1. Is there a specific webinar platform the contractor is required to interface with?

No, there is no specified webinar platform. Contractors can use whatever platform they are most comfortable with as long as it meets the requirements listed in the RFP. It is recommended you indicate your preferred platform in your application.

2. Will the contractor be required to track participant attendance and issue a certificate of completion following the end of the series?

The contractor should be able to track participant attendance for each webinar and provide attendance reports to CDC Foundation. A certificate of completion is not necessary.

3. Will all webinars and meetings be held virtually?

Yes, all meetings and webinars will be held virtually. CDC Foundation will take into consideration the contractor's regular working hours, but it is recommended to be available during Eastern Standard Time.

4. Can you provide examples of outreach activities that would be included in the contract, as requested in the 5th bullet under Scope of Work?

Outreach activities could include drafting emails and/or invitations to be sent to Public Health AmeriCorps members about upcoming webinars, drafting emails to follow-up after webinars and/or assisting in webinar informational flyers (as a pdf), among others.

5. Please clarify the 6th bullet under Scope of Work. Will webinars be created as on-demand eLearning or hosted live?

Once the contractor is selected, they will work with CDC Foundation and partners to decide which format (live or on-demand) would make the most sense for Public Health AmeriCorps members. It is likely that there will be a mix of live and on-demand (or pre-recorded) webinars.

6. What type of technical support will the contractor need to provide to participants, as requested in the 8th bullet under Scope of Work?

Technical support would include assisting participants who are having trouble logging into the webinar platform, who may need assistance using platform features and/or showing participants how to access and watch the recorded webinars.

7. Does the CDC Foundation require recordings to be 508-compliant?

Because this is a federal funding, there is a requirement that deliverables are 508-compliant.

8. Has CDC Foundation collected needs assessment data that the contractor can review to inform the proposed curriculum design?

The CDC Foundation has not conducted a needs assessment, however other partners supporting Public Health AmeriCorps will be able to provide their expertise on what curriculum content is most needed and what curriculum/presentation design has been most effective for members in previous webinars.

9. Is the target audience for the webinar series Public Health AmeriCorps members or does it also include the grantee organizations, sponsors and host sites?

The webinars are specifically for Public Health AmeriCorps members to help them prepare for our virtual career fairs and teach them about different careers in public health. There will be no webinars for grantees or host sites in this contract.

10. Is there a template for references?

There is no reference template. Please have references submit on their own organization letterhead, if possible.

11. The final page of the RFP pdf says, "page 7 of 8". Can you confirm the RFP is 7 pages?

Confirmed there are only 7 pages in the RFP. The 8th page was blank and removed.