

**Final Award Review of the Hurricane 2017  
Jurisdictional Reconstitution Management Funding**

**REQUEST FOR PROPOSAL: EVALUATOR**

**A. Project Overview**

Within a period of ten (10) months, provide a final award review on impact for the Hurricane 2017 Jurisdictional Disaster Reconstitution Management Funding Award for all Centers for Disease Control and Prevention (CDC) Cooperative Agreement (CoAg) Crisis-funding partners supporting Puerto Rico and U.S. Virgin Islands (USVI); which includes all nine CDC grantees:

- Association of Public Health Laboratories (APHL)
- Association of State and Territorial Health Officials (ASTHO)
- CDC Foundation (CDCF)
- Council of State and Territorial Epidemiologists (CSTE)
- National Association of County and City Health Officials (NACCHO)
- Northern Arizona University (NAU)
- National Environmental Health Association (NEHA)
- National Network of Public Health Institutes (NNPHI)
- RUM

The review will consist of identifying and understanding the background of the projects conducted by the nine partners within the two jurisdictions to establish an underlying roadmap of what outcomes the partners measured and achieved. This will be identified through conducting key informant interviews with each partner organization and jurisdiction to create a final award report that will capture the impact of the award.

**Where**

Remote with potential travel to the two jurisdictions.

**Partnerships**

Partner	Roles & Responsibilities
CDC Foundation	<ul style="list-style-type: none"> <li>• Will manage the Request For Proposal (RFP) process</li> <li>• Actively engage in the management of selected subcontractors throughout the program</li> <li>• Provide support and management to subcontractors to ensure deliverables and milestones are met</li> </ul>
<p><b>CDC Grantees:</b> APHL, ASTHO, CDCF, CSTE, NACCHO, NAU, NEHA, NNPHI, RUM  <b>Two jurisdictions:</b> Puerto Rico Department of Health and USVI Department of Health</p>	<ul style="list-style-type: none"> <li>• Attend key informant interviews</li> <li>• Share documentation on project updates, success stories and impact during the Crisis CoAg with the Evaluator.</li> </ul>
CDC	<ul style="list-style-type: none"> <li>• Provide point of contacts for each partner and jurisdiction to the contractor to reach out and gather information and conduct interviews.</li> </ul>
Evaluator	<ul style="list-style-type: none"> <li>• Review the Mid-Award Review report to understand the background of the projects</li> <li>• Gather project updates, success stories, and impact from all nine partners and two jurisdictions through reviewing materials partners share as well as conducting key informant interviews with each partner and jurisdiction.</li> <li>• Create Final Award Review report</li> </ul>

## Timeframe

Funding support will conclude June 30, 2021.

### B. Scope of Work

1. **Review the Mid-Award Review report to identify and understand the background of the projects conducted by the nine partners within the two jurisdictions to establish an underlying roadmap of what outcomes the partners anticipate to achieve. (To be completed within 1-2 months)**
  - Construct a meta-roadmap that examines the involvement of the partner organizations from the point of view of the jurisdictions to determine their intended outcomes of the effort and how they were measured.
  - From the mid-award reviews, examine all the prior notes and reports from the two meetings and the presentations by each project.
2. **Coordinate and gather project updates, success stories and impact from all nine partners and two jurisdictions from the beginning of the project to date. (To be completed within 1-2 months)**
3. **Conduct key informant interviews with all nine partner organizations and two jurisdictions to understand more about the information gathered in Activity 2. (To be completed within 1-2 months)**
  - The roadmaps will form the basis for in-depth interviews with key informants from each project. These are likely to be a series of interviews and may be preceded by some pre-work and information collection from the project staff.
4. **Analyze findings and create a final report in English that will capture the impact of the award. (To be completed within 2-3 months)**

### C. Proposed Deliverables

1. Identify initiatives that may be sustainable beyond the end of the CoAg (June 30, 2021) and providing guidance on how to support such initiatives.
2. Prepare and disseminate a comprehensive final report in English in which captures the impact, success, and sustainability of projects during the award.
3. Prepare and provide comprehensive online federal grants management technical assistance to the Puerto Rico Department of Health and USVI Department of Health.

### D. Proposal Requirements

The CDC Foundation is requesting proposals to identify an evaluator to lead the development of an evaluation plan process to gather impact.

**Key Contact:** Send email inquiries to Melissa Bennett at [mbennett@cdcfoundation.org](mailto:mbennett@cdcfoundation.org). Answers will be shared with all interested applicants..

**Proposal Requirement:** Submit a proposal by email to Melissa Bennett ([mbennett@cdcfoundation.org](mailto:mbennett@cdcfoundation.org)) at the CDC Foundation. Proposals should be no more than 10 pages, single spaced, 11-point font, in English, submitted in PDF and should address the following:

1. Description of previous experience in qualitative evaluation and analysis, interviewing, content analysis and report writing.
2. Share 2-3 examples of previous experience related to the proposal.
3. Share experience in interacting with partner leadership and high level officials.
4. Appendix to include the following:
  - a. Vendor status verification: U.S. System Award Management (SAM), or equivalent, search results for overall organization and individuals designated to this proposal.
  - b. Description of yourself or team with Resumes and availability to start the project. (page limit: 2 pages per principal/expert)

- c. 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. Travel (as appropriate) to the area, should be included in the budget.

**E. Timeline: *Preliminary***

**September 14, 2020:** RFP submitted for bids

**September 18, 2020:** Questions regarding RFP received by respondents and all questions and answers will be published in an FAQ for all interested applicants and sent out by September 18, 2020.

**September 25, 2020 @ 5:00pm EST:** Response to RFP due to Melissa Bennett at [mbennett@cdcfoundation.org](mailto:mbennett@cdcfoundation.org). Any responses received after the due date will not be reviewed or considered.

**September 30, 2020:** Selection of Evaluator

**October 5, 2020:** Contracts executed and start date of activities

**F. Review Criteria:**

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

<b>Category (Weight)</b>	<b>Considerations</b>	<b>Total Weight Percentage by Category</b>
Technical Skills Experience (40%)	Qualitative evaluation Quantitative evaluation Key informant interviews Report development	
Partnership Building (20%)	Coordination Facilitation Working with high ranked officials	
Interest in position (10%)	Interest and enthusiasm for position	
Budget (20%)	Cost-effectiveness	
Presentation of proposal (10%)	Communication Visuals Organization	
	<b>Total</b>	