

COMPETITIVE BID

Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems: Assessment of Foundational Capabilities

Applications Due: May 7, 2023

1. Summary Information

Purpose: The Association of State and Territorial Health Officials (ASTHO), in conjunction with the Centers for Disease Control and Prevention (CDC), is seeking the services of one highly qualified contractor (“the Contractor”) to complete an assessment to determine what defines an effective public health system and agency model and the associated funding levels.

Proposal Announcement: Monday, Apr. 10, 2023

Proposal Due Date and Time: Sunday, May 7, 2023, at 11:59 p.m. ET

Selection Announcement Date: Friday, May 12, 2023, at 5 p.m. ET

Maximum Funding Amount: Up to \$90,000

Estimated Period of Performance: Jun. 5, 2023 – Nov. 30, 2023

Final Report Date(s): Nov. 30, 2023

Eligibility: All consultants eligible to receive federal funding, registered with the federal System for Award Management (SAM), and in good standing with ASTHO are eligible to apply.

ASTHO’s Point of Contact: Brian Lentes (performanceimprovement@astho.org)

2. Description of Competitive Bid

Background: ASTHO, with support from CDC, is engaging states and territories to strengthen organizational competencies related to the Foundational Capabilities through support of Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Component A grantees. To best facilitate this, there must be an assessment to determine effective public health systems and funding levels. The assessment will support increased grantee knowledge of and skills in effective strategies and improved sharing of lessons learned.

Foundational Capabilities can be defined as assessment and surveillance, community partnership and development, equity, organizational competencies, policy development and support, accountability and performance management, emergency preparedness and response, and communication. Additionally, physical plant and workforce recruitment, development, and management may be part of the agency infrastructure model.

The Contractor will focus on assessing current literature, Foundational Capabilities assessments, and public health infrastructure assessments to provide recommendations on model practices.

The Contractor opportunity is open to individuals or consulting agencies available to provide support from Jun. 5, 2023 through Nov. 30, 2023.

Project Activities

In collaboration with ASTHO, the Contractor will complete the assessment and provide a written report of their findings and recommendations.

The selected applicant(s) will be responsible for completing the following project activities:

- Develop a project workplan, in agreement with ASTHO, to provide direction and guidance throughout the project. The workplan will have clear objectives, milestones, and deliverables.
- Conduct a review of existing literature, Foundational Capabilities assessments, and public health infrastructure assessments to determine the current state.
- Develop and share a written report and summary presentation of the findings and recommendations.
- Advise on dissemination of the findings to Component A grantees.
- Participate in routine project check-in meetings with ASTHO. These meetings will provide a regular opportunity for the Contractor and ASTHO staff to discuss the overall project and document content, new issues, questions, and requirements.

Timeline



Inclusion of Health Equity

ASTHO is committed to promoting health equity and eliminating health inequities. Health inequities are reflected by disproportionately high disease rates, premature death, and a lower quality of life. Health inequities are avoidable, and state-, federal-, and locally-funded activities play a crucial role in helping solve this problem. Applicants are encouraged to address health inequities within the context of the proposed activities.

Funding

A total award of up to \$90,000 will be made through a fixed price agreement to complete all activities. ASTHO intends to award up to one contractor a grant to meet the above activities.

Evaluators

A team of ASTHO staff will review each proposal using the selection criteria below.

3. Requirements for Financial Award

Allowable Expenses

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this Competitive Bid are prohibited from being used to pay the direct salary of an individual at a rate exceeding the federal Executive Schedule Level II (currently \$203,700).

Required Grant Activities Covered by Award

Project activities will include but are not limited to completing the assessment and providing a written report of their findings and recommendations. The assessment and recommendations will be informed existing literature and Foundational Capabilities and public health infrastructure assessments. A detailed outline of tasks to be completed for each project can be found above in the project activities section.

Period of Performance

The estimated performance period is Jun. 5, 2023 through Nov. 30, 2023. The final deliverables are due no later than Nov. 30, 2023. These timelines are subject to change and are contingent upon the selection process for procuring the consultant.

Reporting Requirements

The selected applicant is required to demonstrate progress towards completing the assessment. The Contractor will participate in conference calls with ASTHO to report on project activities and will submit progress reports and produce final deliverables no later than Nov. 30, 2023.

4. Required Proposal Content and Selection Criteria

Applicants may submit proposals in a Word or PDF file with components A, F, G, and H included in the cover letter/CV and details of B, C, D, and E in a narrative list format of no more than 10 pages.

- A. Cover Letter and CV (10 points):** *Description of interest in the project. The cover letter must include contact information for the programmatic and financial/contract leads (name, title, mailing address, e-mail, and telephone number), the agency's DUNS number or CAGE Code. Note the response to items F and H. Provide a CV for key personnel/staff lead and references as noted in item H.*
- B. Proposed Approach (20 points):** *Provide a brief outline of the approach and strategy to accomplishing the requested project activities. Detail a workplan that includes activities,*

timelines, goals, and milestones to achieve the deliverables and meet the expectations noted above.

- C. Prior Experience and Performance (30 points):** *The candidate should demonstrate sufficient experience and quality of performance on recent work completed with similar scope and audience.*
- D. Organizational/Individual Capacity (10 points):** *Organizational/Individual Capacity (10 points): Include information about the company/individual and address the ability and capacity to perform the services required within the specified timeframe. Describe staff qualifications and rate experience level on a scale of 0-5, with 0 representing no experience and 5 representing expert experience:*
- a. Technical writing*
 - b. Project management*
 - c. Assessment and evaluation*
 - d. Research abilities*
 - e. Foundational Capabilities knowledge and understanding*
- E. Budget and Budget Narrative (10 points):** *Please provide a detailed fixed price per deliverable budget, including detailed projected costs for completing activities in the proposal. The fixed-price budget should include a cost breakdown per task and a proposed payment schedule. If an applicant has an indirect cost rate of >10% in their budget, they should be prepared to submit a federally approved indirect cost rate letter upon award. The maximum award is up to \$90,000. **Attachment A** (Contract Budget Template) outlines the general format for a detailed budget. Applicants may use Attachment A as a template or simply as a guide to inform the project budget development. A budget narrative (see the tab in the template) must accompany the budget and indicate the costs associated with each proposed activity.*
- F. Response to ASTHO Contract Terms and Conditions (5 points):** *ASTHO and selected applicant(s) will enter into a fixed-price contractual agreement. A copy of ASTHO's general contract terms and conditions is available in **Attachment B** (Terms and Conditions). Applicants must review the terms and conditions with their legal team or contracts officer and confirm that, if selected, they will enter into this agreement. You must identify any proposed changes to the terms and conditions and submit them with your proposal application for negotiation. Proposed changes introduced after the application period has ended or presented during the contracting stage may not be accepted. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions. Significant proposed changes could affect the agreement's timely execution and may impact your selection as a successful applicant.*
- G. Status as Women-, Minority-, Disadvantaged-, Veteran-Owned, and/or Small Business (5 points):** *Consideration will be given to applicants who demonstrate successful work with historically underserved and underrepresented entities (minority-, women-, disadvantaged-, and veteran-owned businesses or "MWDVBES" and black, indigenous, people of color or "BIPOC") in addressing health disparities. Bidders who classify as or partner with these businesses may be strongly considered.*

H. References & Examples (10 points): *Attach at least two examples of recent (within the last five years) work completed in similar scope and two references we may contact.*

5. Submission Information

Application Procedure:

ASTHO must receive the application materials outlined above by 11:59 p.m. ET on Sunday, May 7, 2023. Please submit an electronic copy of the application to ASTHO staff at performanceimprovement@astho.org and blentes@astho.org. Incomplete applications or applications received after the deadline will not be considered. ASTHO will notify selected consultants by Friday, May 12, 2022.

Applicant Questions and Guidance:

ASTHO will offer guidance and address specific questions about the competitive bid from potential applicants. Interested parties may contact ASTHO staff via e-mail at performanceimprovement@astho.org and blentes@astho.org.

Disclaimer Notice:

This competitive bid is not binding on ASTHO, nor does it constitute a contractual offer. Without limiting the foregoing, ASTHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the Competitive Bid; to waive any deviation from the Competitive Bid; to negotiate regarding any proposal, and to negotiate final terms and conditions that may differ from those stated in the Competitive Bid. Under no circumstances shall ASTHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this Competitive Bid.