

COMPETITIVE BID

Developing/Implementing Memorandum of Understandings (MOUs) between Public Health and Pharmacies

I. Summary Information

Purpose: ASTHO, in collaboration with CDC and partners, will conduct a meeting designed to determine and record best practices for implementing memorandum of understandings (MOUs) between public health and pharmacies.

Proposal Due Date and Time: 4/21/2017

Selection Announcement Date: 4/26/2017

Monetary Assistance Available to Awardees: \$15,000

Estimated Period of performance and final report date: May 1, 2017 to June 30, 2017

ASTHO Point of Contact: Kim Martin, kmartin@astho.org

II. Description of Competitive Bid

Background

Pharmacies are playing an increasing role in routine vaccination delivery and can be important partners in pandemic influenza vaccine planning and response. In addition to providing an increased number of easily accessible vaccination sites to the general public, pharmacies have robust vaccine management and distribution systems which can be leveraged for pandemic response. Given the likelihood of another pandemic, it is essential that states begin to prepare and coordinate now for how to respond to the next event.

Since 2012, ASTHO and CDC have worked together to assess best practices for increasing coordination between public health and pharmacies during pandemic vaccination activities. As a result, a [template MOU](#) was developed, with input from both public health and pharmacy stakeholders, to assist in formalizing the specific responsibilities between state-level public health programs and pharmacies during pandemic vaccination planning and response activities. The model MOU uses the existing pharmacy infrastructure to assist in rapidly providing pandemic influenza vaccinations to the general public while allowing the SHAs to appropriately coordinate distribution, training, and documentation with pharmacies.

This past year, ASTHO developed a [toolkit](#) to assist State Health Agencies (SHAs) and share resources for successful execution of the MOU. ASTHO has also funded 4 states to assist with their efforts to implement the MOU. ASTHO now plans to hold a meeting among funded states, pharmacy associations, chain pharmacy representatives, pharmacy association representatives and others to discuss best practices for MOU implementation.

Project activities

- Contractor will review notes and materials related to this project completed to date.

- Contractor will work with the selected states and key stakeholders, including pharmacy organizations, to determine an appropriate agenda for the meeting.
- Contractor will facilitate the meeting and meeting discussion.
- Contractor will write a best practices MOU implementation report.

Technical Support

ASTHO is available to provide information to the grantee at no additional cost.

Funding

ASTHO intends to provide funding to support one (1) contractor up to \$15,000 to facilitate a meeting and develop a MOU implementation report.

Evaluators

Each proposal will be reviewed by a panel of ASTHO staff including the Senior Director of Immunization and Infectious Disease, Director of Immunization, Director of Infectious Disease Preparedness, and Analyst of Infectious Disease and Immunization.

III. 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 in excess of the federal Executive Schedule Level II (currently \$183,300).

Required Grant Activities to be Covered by Award

Project activities will include developing an appropriate agenda; facilitating a meeting; and writing a report. Travel related expenses must be paid for out of the grant funds.

Period of Performance

Project duration will be from May 1, 2017 to June 30, 2017.

Reporting Requirements

The selected contractor will be required to participate on monthly calls submit a monthly progress report, and complete a final project report by June 30, 2017.

IV. Required Proposal Content and Selection Criteria

Qualified applicants are invited to submit a short proposal, which addresses the selection criteria from Parts I-8 below. Proposals may not exceed 2 pages, excluding cover letter, CV and budget, and should be single-spaced in 12 point font.

- **Part 1: Cover Letter (15 points):** Include the names of the lead programmatic and financial/contract contacts (name, address, e-mail, DUNS number, telephone number).

- **Part 2: Proposed Approach (25 points):** Provide a brief outline of the approach and strategy to accomplishing the requested project activities. Include a short a work plan which includes activities, timeline, goals, and milestones to achieve the deliverables and meet the expectations noted above.
- **Part 3: Prior Experience and Performance (20 points):** Describe experience and quality of performance on recent work completed with a similar scope.
- **Part 4: Organization Capacity (10 points):** Include information about the company and address ability and capacity to perform the services required within the specified timeframe. Describe staff qualifications and provide a CV for key personnel/staff lead.
- **Part 5: References (10 points):** Attach at least one example of recent (within the last three years) work completed of similar scope and three current references we may contact.
- **Part 6: Budget & Budget Narrative (20 points):** Provide a detailed cost reimbursement budget, including detailed projected costs for the completion of the project. Maximum award is \$15,000. Attachment A outlines the general format in which the budget should be presented. Applicants may use Attachment A as a template or simply as a guide to inform development of the project budget. A budget narrative must accompany the budget and indicate the costs associated with each proposed activity. The cost reimbursement budget should include salary, fringe benefits, other direct costs, and indirect costs, as appropriate. If indirect costs are included on your budget, please provide a copy of your approved Indirect Cost Rate Agreement.

V. Submission Information

Application Procedure

ASTHO must receive applications by 5:00pm EDT, 4/21/2017. Please submit an electronic copy of the application to Kim Martin at kmartin@astho.org. Incomplete applications or applications received after the deadline will not be considered.

Applicant Questions and Guidance

ASTHO will support interested applicants to offer guidance and address specific questions about the Competitive Bid. Interested parties may contact Kim Martin via e-mail at kmartin@astho.org via e-mail. Q&A will be posted regularly on the Competitive Bid page.

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.