

## **Competitive Bid Announcement**

# **Improving Overdose Surveillance and Prevention Capacity and Readiness: Business Process Improvement Capacity Building and Technical Assistance to Overdose Data to Action Recipients (OD2A)**

## **I. 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 a highly qualified consultant to provide capacity building and technical assistance (CBTA) to State, Territorial, and/or Local Health Agencies in federal grants management and administrative business process improvement.

**Proposal Due Date and Time:** Friday, September 24, 2021 at 11:59 PM ET

**Selection Announcement Date:** Monday, October 4, 2021 by 5:00 PM ET

**Maximum Funding Amount:** Up to \$65,000

**Estimated Period of Performance:** November 1, 2021 – May 31, 2022

**Eligibility:** All consultants in good standing with ASTHO are eligible to apply.

**ASTHO's Point of Contact:** Joya Coffman, [performanceimprovement@astho.org](mailto:performanceimprovement@astho.org)

## **II. Description of Competitive Bid**

### **Background:**

Under the Overdose Data to Action (OD2A) cooperative agreement, CDC awarded funds to 47 states, Washington D.C, 16 localities, and two territories to increase the timeliness and comprehensiveness of data and to use those data to inform public health response and prevention activities. The project's purpose is to provide technical assistance and capacity building support to states and territories that receive the Overdose Data to Action (OD2A) funding.

As part of this cooperative agreement, ASTHO is providing capacity building and technical assistance (CBTA) to states to analyze and improve their financial spenddown of OD2A funding which supports their opioid epidemic, overdose, and behavioral health efforts. Less than efficient financial and administrative systems along with burdensome policies and processes in state government create challenges and barriers to public health agencies in receiving, managing, and spending down federal funds. These challenges and delays - commonly found with contracting, recruitment/hiring, and procurement/purchasing, threaten health agency's ability to provide essential public health services that can advance the public's understanding of the public health issue, scale-up prevention, make an immediate impact on population health, and save lives.

The consultant(s) will provide capacity building and technical assistance to up to three health agencies who have received CDC's Overdose Data to Action funding and are experiencing significant challenges in spending this time limited public health funding.

The consultant opportunity is open to individuals or consulting agencies that are available to provide support between November 2021 - May 2022 and have the relevant business process improvement knowledge/experience.

**Project activities:**

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

**Process Improvement and Coaching**

In collaboration with ASTHO, the consultant will provide CBTA to health agencies with the objective of strengthening public health infrastructure and improving performance. The CBTA will support health agencies in assessing their business processes. The consultant will facilitate and support the standardization and improvement of key financial management processes including creation of standard operating procedures, job aids and templates, training, and measures. This plan is structured to gain improvements quickly and transfer knowledge and skills to continue making improvements.

The key tasks the consultant will undertake are listed below:

- Co-facilitate virtual group project kick-off meeting and orientation with all participating teams, CDC, NACCHO, and ASTHO.
- Facilitate individual technical assistance and planning call(s) with each participating health agency to help coordinate a cross-departmental team of program staff, grants, and contracting staff, agency leaders, and key stakeholders. Additionally, identify problem areas, challenges that impede efficient spenddown.
- Facilitate 2-3-day on-site or virtual process-mapping workshop at each participating health agency.
- Provide ongoing virtual coaching and technical assistance to state teams on how to apply promising practices and policies from other health agencies, as identified in the landscape analysis.
- Facilitate up to 6 group learning community calls to technical assistance and guidance on various topics and best practices
- Develop and disseminate informative materials to non-participating Overdose Data to Action recipients and CDC for broader use and application.

**Funding**

*A total award(s) of up to \$65,000 will be made through a fixed priced agreement to complete the project.*

**Evaluators**

Each proposal will be reviewed by a team of *ASTHO staff* using the selection criteria below.

### 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 \$197,300).

### Required Grant Activities to be Covered by Award

Project activities will include but are not limited to:

- Facilitate individual technical assistance and planning call(s) with each participating health agency to help coordinate a cross-departmental team of program staff, grants, and contracting staff, agency leaders, and key stakeholders. Additionally, identify problem areas, challenges that impede efficient spenddown
- Co-facilitate 2-3-day on-site or virtual process-mapping workshop at each participating health agency.
- Develop and disseminate informative materials to non-participating Overdose Data to Action recipients and CDC for broader use and application.

A detailed outline of task to be completed for each project can be found above in the project activities section.

### Period of Performance:

The estimated period of performance for November 2021 to May 2022. These timelines are subject to change and are contingent upon the selection process for procuring the consultant(s) and participating states.

### Reporting Requirements

The consultant must demonstrate progress towards supporting health agencies in improving grants management and financial tracking and reporting, ultimately improving their ability to respond to the opioid overdose crisis. Consultant will participate in monthly conference calls with ASTHO to report on project activities, submit progress and produce final deliverables by July 31, 2022.

## IV. Selection Criteria

- Resume/Cover Letter (10 points):** *Description of past relevant work experience. Cover letter must also include the name of the lead programmatic contact (name, title, mailing address, e-mail address, and telephone number). For grantee fiscal agent, include the name of the agency designated as the grantee fiscal agent and identify a contact person (name, title, mailing address, e-mail address, telephone number), and agency's DUNS number or CAGE Code.*
- Completed Consultant Application (10 points):** *Candidate must complete the consultant application on Qualtrics.*
- Content Expertise (30 points):** *Candidate demonstrates appropriate subject matter expertise needed to execute the project.*
- Prior Experience and Performance (30 points):** *Candidate demonstrates sufficient experience and quality of performance on recent work completed with similar scope, in order to represent ASTHO well in interactions with state and territorial health agency staff and other governmental, private sector, and/or non-profit stakeholders.*
- Project Management Skills (10 points):** *Candidate demonstrates the appropriate project management skills that are needed to carry out project(s).*

- F. Response to ASTHO Contract Terms and Conditions (10 points):** *ASTHO and selected applicant(s) will enter into a fixed price per deliverable contractual agreement. A copy of ASTHO’s contract Terms and Conditions is available [here](#). **Review the agreement’s terms and conditions—including provisions related to publications; acknowledgement of federal support; copyright interests; conference, meeting and seminar materials; and logo use for conference and other materials—with your organization’s contracts officer and confirm that if selected, you will enter into this agreement, or identify and include proposed edits for the specific term(s) you wish to change with your proposal/application.** If you would like to propose edits for specific term(s) please suggest the edits you would like on the pdf document. You will upload the document through the Qualtrics application. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions. Significant proposed changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant.*

## V. Submission Information

### Application Procedure:

**ASTHO must receive applications in response to this Competitive Bid by Friday, September 24, 2021 at 11:59 PM Eastern Standard Time.** Please submit the application via this [questionnaire](#). Google Chrome is the recommended browser for completing this application. Incomplete applications or applications received after the deadline will not be considered. ASTHO will notify selected consultants by Monday, October 4, 2021 by 5:00 PM ET.

### Applicant Questions and Guidance:

ASTHO will support interested applicants to offer guidance and address specific questions about the Competitive Bid. Interested parties may contact ASTHO staff via e-mail: [performanceimprovement@astho.org](mailto:performanceimprovement@astho.org)

### Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS):

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Sub-recipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award (see prime award for additional information).

### 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.