

# Competitive Bid

## Opioid and Substance Use Surveillance and Data Summit for Health Agencies

### I. Summary Information

Purpose: The Association of State and Territorial Health Officials (ASTHO), with support from the Centers for Disease Control and Prevention (CDC), invites states, territories, and jurisdictions to apply to participate in an *Opioid and Substance Use Surveillance and Data Summit for Health Agencies* that covers topics related to opioid and substance use surveillance data.

**Proposal Due Date and Time:** August 6, 2021 by 5:00 PM ET

**Selection Announcement Date:** August 11, 2021 by 10:00 AM ET

**Monetary Assistance Available to Awardees:** Funding will be available for a health agency to prepare a presentation for the summit on their Opioid and Substance Use Surveillance and Data needs. Funding is also available for the health agency to provide technical assistance support as requested by Georgia DPH on opioid and substance use surveillance and data dissemination/management practices.

**Maximum Funding Amount:** One health agency will receive up to **\$30,000** through a fixed fee/price contract.

**Estimated Period of Performance :** August 16-17 2021

**Eligibility:** All states, territories, and jurisdictions are eligible to apply. Applicant must be in good standing with ASTHO to be eligible to apply and the awarded health agency must commit to attending the **2-day virtual summit** that will take place August 16, 1:00 pm-4:00 pm ET, and August 17, 1:00 pm-3:00 pm ET.

**Point of Contact:**

Please include **“Competitive Bid Health Agency Summit”** in the subject line. Submit all applications to ASTHO’s Informatics account ([informatics@astho.org](mailto:informatics@astho.org)). For questions on the Competitive Bid submission or if you experience technical issues, please contact Ankur Jain, Informatics Analyst ([ajain@astho.org](mailto:ajain@astho.org)).

For questions regarding the summit and Georgia Department of Public Health’s larger initiative, please contact [ga.opioidprogram@dph.ga.gov](mailto:ga.opioidprogram@dph.ga.gov).

### II. Description of Bid

**Purpose**

ASTHO, with support from CDC, invites states, territories, or jurisdictions to apply to participate and contribute to a 2-day *Opioid and Substance Use Surveillance and Data Summit for Health Agencies*. Participating agencies will have the opportunity to present and share their experiences with opioid and substance use surveillance and data dissemination/data management practices.

## Background

The *Opioid and Substance Use Surveillance and Data Summit* invites states, territories, and jurisdictions with strong opioid and substance use surveillance programs and successful data dissemination/management practices to share their programs. One public health agency will be selected as part of this award to consult with the Georgia Department of Public Health (**Georgia DPH**) on their efforts to strengthen their opioid and substance use response program and engagement with stakeholders on sharing opioid and substance use surveillance data.

## SCOPE OF WORK

### A. General Description of Engagement

ASTHO, in collaboration with Georgia DPH, will contract with a selected state, territorial, or jurisdictional health agency to serve as a consultant, sharing best practices regarding opioid and substance use surveillance and data dissemination/data management. Over the course of the contract, the selected health agency will provide technical support and perform consulting duties, assisting Georgia DPH in capacity-building activities to improve its ability to respond effectively to relevant public health concerns.

### B. Textual Description of Key Tasks

The awardee will be expected to present on their agency's opioid and substance use response strategy at the summit. Following the summit, the agency will be expected to provide technical assistance and guidance to Georgia DPH, based on their needs, as they work on strengthening their health agency's opioid and substance use surveillance program. Specifically, the awardee will consult with Georgia DPH on the development of a centralized data repository for opioid and substance use data received from hospitals and law enforcement agencies. The awardee will provide guidance on developing a data sharing agreement between Georgia DPH, hospitals, and law enforcement.

## Timeline

Date/Time	Details
July 20, 2021	Competitive Bid released
July 30, 2021, by 5:00 PM ET	Proposal Due Date
July 30 - August 5, 2021	Proposal Review Period
August 6, 2021, by 5:00 PM ET	Awardee Selected/Announced
August 16-17, 2021	Awardee presents at virtual Summit and award dispersed

## Expected Involvement/Activities

The selected applicant will be expected to participate and actively engage in the following activities, including:

- Prepare and present on your agency's opioid and substance use response strategy and experience (e.g., **share a demo of data inventory and/or opioid and substance use dashboards**)
- Provide Georgia DPH with technical support
- Participate in the summit and is expected to provide **technical support** to Georgia Department of Public Health, based on their needs and/or requests.

### Expected Outcomes

- In addition to providing technical assistance to Georgia DPH, the **selected health agency** will be responsible for presenting on their opioid and substance use data dissemination/data management program. This will take place at the *Opioid and Substance Use Surveillance and Data Summit*, which will allow all participants to engage with and learn from what their peers are implementing for opioid and substance use response surveillance and data dissemination/management practices.
- Georgia DPH will be able to leverage promising practices from other states to strengthen their opioid and substance use response and engagement with stakeholders around data dissemination/management practices.
- **The selected health agency must commit to** attending the virtual Summit to present and learn from other health agencies' practices for opioid and substance use response surveillance and data dissemination/management.

### Funding

One applicant will be awarded up to [\\$30,000 in compensation for participation at the summit and for technical support and consulting services provided to the Georgia Department of Public Health](#). The awardee will receive funding through a fixed price contract and will be responsible for submitting an invoice for the total amount following the 2-day summit.

### Evaluators

Each proposal will be reviewed by a panel of subject matter experts comprised of staff from ASTHO and the Georgia Department of Public Health.

## III. Requirements for Financial Award

### Allowable Expenses

Funds may be used to pay for attending the summit, future meetings, reviewing plans/reports, check-in meetings, and technical assistance questions. Funds may not be used for equipment and food 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 \$199,300).

### Required Project Activities to be Covered by Award

Project activities will include:

- Preparing and presenting your agency's opioid and substance use response strategy and experience (e.g., **share a demo of data inventory and/or opioid and substance use dashboards**)
- Providing Georgia DPH with technical support
  - One health agency will be awarded to participate in the summit and is expected to provide ongoing **technical support** to Georgia Department of Public Health, based on their needs and/or requests, following the summit.

### Period of Performance

The contract is scheduled to begin **August 16, 2021** and end on **August 17, 2021**.

### Reporting Requirements

The selected applicant will be required to participate in the health agency summit to report on project activities, submit progress reports and produce final deliverables by August 17.

## IV. Required Proposal Content & Review Process

Please refer to the criteria below for your competitive bid submission. You may also submit presentation slides that would be shared during the summit. Each application will be evaluated by a review panel consisting of staff from Georgia DPH and ASTHO.

Proposals may not exceed 4 pages in length, excluding letters of commitment, budget, and CV's, and should be 11-point font. Appendices are not required, but may be submitted, as appropriate, and will not count against the 4-page limit.

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

### *Criteria*

The following criteria will be used to select the final health agencies for participation in this summit.

- A successful application will effectively demonstrate the agency's past performance and organizational capacity on the below items:
  1. Present evidence of quality performance on recent opioid and substance use response surveillance and data dissemination/data management work.
  2. Demonstrate understanding of best practices for opioid and substance use response surveillance and data dissemination/data management practices
  3. Exhibit thorough knowledge of applicant's agency and establish its capability to provide the services required, as outlined in this proposal
  4. Suggested demonstrated prior experience includes:
    - Jurisdiction receiving OD2A funding
    - Link to a cluster response plan and/or strategic plan, to the extent both are available
    - Strong data visualization practices, including but not limited to, a public-facing data dashboard
    - Stakeholder engagement in the form of workgroups (i.e., Data Surveillance Workgroup)
    - Data Communication for both internal and external data
    - Data collection/dissemination
    - Centralized data warehouse of drug a surveillance data from multiple agencies and data sources
    - Demonstrate a strong interstate and intrastate data sharing infrastructure

Required Proposal Content (Total points = 100)

- A. **Proposed Approach (40 points):** Provide a brief outline of the approach and strategy to accomplishing the requested project activities. Applicants should include an outline, draft presentation, resources and links where available on what they plan to present during the summit. Outline should also include which aspects of your agency's work could be used to support and build Georgia DPH's capacity for opioid and substance use surveillance and data dissemination/management.
- B. **Prior Experience and Performance (20 points):** Provide relevant details outlined in the *Criteria* section. Include information about familiarity with and understanding of the topic. Describe ability to represent ASTHO well in interactions with state and territorial health agency staff and other governmental, private sector, and/or non-profit stakeholders.
- C. **Organization Capacity (10 points)** The application must demonstrate alignment with criteria highlighted above. Furthermore, the application must provide information on staff qualifications and provide CVs for key personnel/staff leads who would assist with the administration/completion of this project.
- D. **Budget & Budget Narrative (10 points):** Applications must provide a detailed fixed price budget, including detailed projected costs for the completion of the project. The fixed price budget should include a cost break-down per task and a proposed payment schedule. The maximum award is \$30,000. 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.
- E. **Response to ASTHO Contract Terms and Conditions (required - 10 points):** ASTHO and successful applicants will enter a memorandum of understanding (MOU) with a fixed price payment schedule (*see Attachment A*), depending on the application category chosen. A copy of ASTHO's general contract terms and conditions is also available in **Attachment B**. ***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.*** 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.
- F. **Inclusion of Health Equity (5 points):** Throughout the proposal, incorporate the following: (1) describe the extent to which potential health disparities are evident within the health focus of the application, (2) identify specific group(s) which could experience a potential disproportionate burden of the health condition, and (3) demonstrate how proposed activities could address health inequities (this also includes identifying social and/or environmental conditions which are the root causes of health disparities). The root causes

*of health inequities are sometimes referred to as social determinants of health. All information regarding health inequities must be supported with data.*

- G. Status as Women-, Minority-, Disadvantaged-, Veteran-Owned, and/or Small Business (5 points):** Bidders who classify as or partner with these businesses may be strongly considered.

## V. Submission Information

### Application Procedure

ASTHO must receive applications in response to the Competitive Bid by **August 6, 2021 at 5:00 PM ET**. Please include **“Competitive Bid Health Agency Summit”** in the subject line. Submit an electronic copy of the application to ASTHO Informatics ([Informatics@astho.org](mailto:Informatics@astho.org)). **Incomplete applications or applications received after the deadline will not be considered.**

For **any questions**, interested parties may contact Ankur Jain ([ajain@astho.org](mailto:ajain@astho.org)). If you would like to contact Georgia Department of Public Health directly, email them at ([ga.opioidprogram@dph.ga.gov](mailto:ga.opioidprogram@dph.ga.gov)).

### 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.

---