

Request for Proposals

Pilot Project for the Planning and Execution of a Regional Environmental Health System Meeting



www.aphl.org

8515 Georgia Ave, Suite 700
Silver Spring, MD 20910

January 8, 2016

Request for Proposals: Pilot Project for the Planning and Execution of a Regional Environmental Health System Meeting

Application Due Date: February 8, 2016

Introduction

The Association of Public Health Laboratories (APHL), with funding support from the Centers for Disease Control and Prevention (CDC), Environmental Hazards and Health Effects (EHHE), is pleased to offer funds to one or more member laboratories that represent one of the 10 HHS regions to plan, host and execute a meeting of the environmental health systems in that region. This meeting will focus on (1) building relationships between environmental health laboratorians, epidemiologists, toxicologists, et al., (2) improving the environmental health system by facilitating communication between (a) the multiple professional disciplines that comprise the environmental health profession and (b) the various jurisdictions working on environmental health within a region and (3) better meeting community environmental health needs. This meeting should focus on regional environmental health needs that may benefit from improved communication between diverse professional disciplines within the environmental health system. The scope of work listed below is not inclusive, and all relevant meeting topics or themes will be considered. APHL has funding of up to **\$10,000** for the conduct of one or more meetings. Funding will be awarded via a purchase order from, or a contract with APHL.

Scope of work

The meeting shall be held by May 31, 2016. This conference should focus on building upon existing or forging new avenues of communication with members of the environmental health system. This may include community groups, non-laboratory scientists and more.

The winning Applicant or Applicants will:

- Create and convene a Planning Committee, that includes community advocacy groups, representatives from regional ATSDR & EPA offices, state and local environmental departments, health agencies and others as deemed appropriate. The Committee will:
 - Develop a theme, goals and objectives for the regional meeting.
 - Provide a draft agenda with an approximation of meeting length in days.
- Provide an overview of logistical considerations for the meeting, such as the meeting location, hotel accommodations and a point of contact for these logistical items.
- Provide a proposed, itemized budget with justifications where appropriate.
- Execute the proposed meeting.
- Evaluate and report on the meeting.

Funding Support

APHL has a total of **\$10,000** that can be made available to pay for expenses related to the meeting (or meetings) that will be hosted by the selected Applicant (or Applicants). This \$10,000 represents the total available for all meetings selected and not a per-meeting amount. The project duration is from program selection date through **June 15, 2016** when the meeting must have occurred. Funds provided through this RFP may not be used to support a current staff member in whole or part; but contractors or consultants may be hired to assist with the meeting. All contractor or consultant activities must be described in the budget justification.

Project Requirements

Each selected Applicant will be required to complete the following activities during the project period:

- a. Complete all milestones as outlined in proposal. Applicants who have questions about the logistics of organizing such a meeting may ask APHL for recommendations or guidance.
- b. Submit a progress report on meeting milestones through APHL's electronic reporting site, aphlweb.org. APHL staff will provide an exact web address and login instructions that selected Applicants should use for submission of the progress report. The milestone progress reporting schedule is: Milestone Report 1 due by February 29. This report will consist of a draft meeting agenda and an updated budget and must include:
 1. Whether the milestones were completed and how (do not recap project description);
 2. A description of obstacles that resulted in any delays of meeting the milestones, solutions taken to get back on track, and updated milestone(s) for the next reporting period, if applicable.APHL may request a call to discuss progress.
- c. The final project report is due June 15, 2016 and must contain the following:
 1. List of partnering agencies or organizations (if any) with a description of their role and their impact on the meeting.
 2. Detailed description of all meeting topics and activities.
 3. Feedback from both the hosting institution and meeting attendees.
 4. Recommendations for other programs that may wish to host a similar meeting in their region.
 5. Note whether the program would consider hosting a future meeting of this type, whether this type of meeting should be held on a regular basis in the future in your or other HHS regions.
 6. Note whether or not there were gaps in the overall meeting plan that had not been anticipated and, if so, how these gaps were addressed.
 7. All changes to the project, milestones or budget must be submitted for approval before they are implemented; any changes not pre-approved could result in forfeiture of funding.
- d. Consider submitting a proposal for a presentation on the project's progress at an APHL Annual Meeting or at other pre-approved conferences (oral or poster).

Application Requirements

Please adhere to the following outline in preparing your application. **Your application should not exceed five double-spaced pages.** This page limit does not include supporting documentation (such as letters of support). To maximize the strength of the proposal, verify that the proposal contains all elements listed in the scoring criteria on Appendix A.

- 1. Meeting Description** – *(Not to exceed 1 page)*
Describe the meeting, the potential attendees and your expected outcomes.
- 2. Meeting Specific Details** – *(Not to exceed 1 page)*
Describe in detail how the program staff or consultant would be used to plan and carry out the meeting. Outline steps, identify materials and logistical considerations required for such a meeting, expected outcomes and provide a detailed timeline of activities. Applicants are welcome to provide letters of support from lay or professional partners who support this meeting (these letters should be attached to the application in an appendix).
- 3. Evaluation** – *(Not to exceed 1 pages)*
Describe how the effectiveness and impact of the meeting will be measured and evaluated. In addition, in order for APHL to track and measure the progress of this meeting, include three to five measureable milestones to be met on each reporting date of February 29, 2016, April 29, 2016 and the final written report due on June 15, 2016.
- 4. Budget and Justification** – *(Not to exceed 1 pages)*
Up to **\$10,000** will be available for the awardee through invoice payments made by APHL. The use of such funding must be detailed in the application with justification of why the funds are necessary. Applicants must list all in-kind services to be provided (including staff time and other resources provided by the public health laboratory or partnering organization).

Application and Program Deadlines

Application Deadlines

Complete applications must be submitted through email to ruhiyyih.degeberg@aphl.org by 5:00 PM (EST) on February 8, 2016. APHL and CDC will review applications and will make decisions and send notifications by no later than February 15, 2016. Please be sure to check the RFP\Scoring Criteria on Attachment A to be sure that you will not have points deducted as a result of not providing complete information in one or more of the scoring areas.

Please note: APHL is not responsible for lost or misdirected submissions. A confirmation email of receipt of submission will be sent to submitters. If you do not receive this confirmation within three days of submission, please contact Ruhiyyih Degeberg at 240-485-2718 to ensure your application was delivered correctly.

Project Deadline

APHL will expect that the selected applicant will complete each milestone and status report by the due date specified in the contract from APHL and will submit a final report **by no later than June 15, 2016**. APHL will not grant extensions.

Evaluation Team

APHL staff, led by the Senior Specialist, Environmental Health, will conduct an initial review of all proposals for completeness. Any incomplete application on the proposal due date specified in Application and Program Deadlines section above may not be considered and may not receive a formal evaluation.

Complete proposals will be reviewed by a team of three to four individuals, each of whom is a subject matter experts. Two of these individuals will be selected from CDC/NCEH-EHHE and the remaining three will be members of APHL staff. Once potential reviewers have been identified, APHL's Director, Environmental Health will have final approval over the review team's composition.

Evaluation Criteria

Proposals will be evaluated based on the information provided in response to the Application Requirements above and will receive a numeric score of up to 100 maximum points based on the evaluation\scoring criteria in Appendix A.

Evaluation Process

The entire review will be conducted via email communications between the members of the evaluation team or via teleconference. APHL's Senior Specialist, Environmental Health will coordinate the review process and APHL's Director, Environmental Health will lead the evaluation sessions.

Post-Evaluation Procedures

The selected applicant will be notified by APHL staff within ten business days of the completion of the evaluation and the name of the recipients will be posted to APHL's procurement website, www.aphl.org/rfp on the same day. Unsuccessful applicants will receive notification of these results by email within 30 days of the date the name of the winning applicant is posted.

All applicants will be entitled to utilize APHL's RFP Appeals Process to formulate a protest regarding alleged irregularities or improprieties during the procurement process. Specific details of this policy are located on the procurement website.

Conditions of Award Acceptance

The eligible applicant must be able to contract directly with APHL. The selected applicant must agree to comply with duties, services and expectations outlined in the Meeting Requirements section of this RFP.

All questions should be posted to this RFP's page on APHL's procurement website (www.aphl.org/rfp). In order to post questions, an applicant will be required to establish a free, no-cost account on aphl.org. Once posted, APHL's Senior Specialist, Environmental Health, or another member of APHL's Environmental Health Department will respond to the questions on the procurement website. APHL will endeavor to respond to questions within two business days of their initial posting.

CONTACT INFORMATION

Ruhiyyih Degeberg, MPH
Senior Specialist, Environmental Health
p: 240-485-2718
email: ruhiyyih.degeberg@aphl.org

Appendix A: RFP Evaluation/Scoring Criteria

Application Evaluation

Applications will be evaluated individually against the specific criteria listed below.

Project description and submission - (25 points)

Does the applicant's meeting description demonstrate an understanding of how their meeting relates to the scope of work as outlined in the RFP? Are all components of the RFP addressed? Did the submitter stay in the page limit?

Project specific methodology – (30 points)

Is the methodology given for the meeting plan appropriate? If collaborating with others, are roles clearly defined?

Program Evaluation/Timeline - (20 points)

Is there a plan for evaluating the effectiveness of the meeting activities or sessions? Are the described evaluation metrics appropriate for the meeting? Are the described milestones measurable and appropriate to gauge progress of the project? Is the timeline for completion of the meeting reasonable?

In-kind support – (10 points)

Does the described meeting have an adequate and reasonable allocation of program staff to carry out activities, including the number, qualifications, duties and responsibilities, and time allocation of the proposed staff?

Budget and Justification - (15 points)

Is the budget realistic and reasonable? Is there clear justification given for all budget line items? Is in-kind support included?

Please note your application maybe disqualified if you do not follow all instructions.

- Suggestions for a Successful Application
 - Do not submit a single spaced application
 - Stay within the page limitations
 - Develop a realistic budget
 - Define who the partners or collaborators are
 - Be specific when describing in-kind support

This project is supported by Cooperative Agreement # U60OE000103 from CDC and/or Assistant Secretary for Preparedness and Response. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC and/or Assistant Secretary for Preparedness and Response. The entire \$10,000 available under this RFP comes from federal funds awarded from CDC to APHL under this Cooperative Agreement.