



Request for Proposals:

Development of a State or Regional Environmental Health System Meeting

RFP Release Date: Friday, November 17, 2017

Application Due Date: Friday, December 21, 2017

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1. 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) division, is pleased to offer funds to one or more public health, environmental, agricultural, food safety or other public health associated laboratories (PHL) that represent a state, region within a state, or a multi-state region to plan and host one or more meetings of the environmental health system in the specified location identified by the PHL. The meeting(s) will focus on:

- strengthening/building relationships between environmental health laboratorians, epidemiologists, toxicologists, et al.;
- improving the environmental health system by facilitating communication between both the environmental health professional disciplines and the jurisdictions involved in an environmental health issue; and
- identifying, addressing, or advancing an issue within the specified area to provide context for strengthening the environmental health system.

The meeting(s) should help entities within the environmental health system to better meet community environmental health needs. The Scope of Work described below doesn't represent the definitive list of meeting topics and APHL will consider all relevant meeting topics or themes. APHL may provide funding of up to \$15,000 per selected applicant to conduct one or more meetings (see [Funding Support](#) below). This funding will be paid to a selected applicant in accordance with the terms of the contract that APHL will develop with each selected applicant.

2. Scope of Work

Each selected applicant will have to conclude the meeting (or complete the series of meetings) by close of business on Friday, June 15, 2018. APHL anticipates that selected applicants will focus the meeting on advancing/addressing an environmental health issue by building upon existing, or forging new avenues of communication with members of the environmental health system in the applicant's jurisdiction, which may include legislators, community groups, non-laboratory scientists and more. APHL will expect each selected applicant to complete the following items in connection with the development and hosting of the environmental health systems meeting:

- Clearly state why the environmental health issue selected for this meeting can and should be advanced/addressed through this process.
- Work with a professional facilitator throughout the meeting planning and execution process. See selection below on funding support for more details.
- Develop a timeline for planning and executing the meeting, with dates for key activities such as:
 - Developing and meeting with the Planning Committee
 - Working with the professional facilitator
 - Creating the draft and final agendas
 - Determining logistics
 - Sending invitations
 - Pre-meeting preparation activities
 - The meeting date
 - Post-meeting follow-up activities
 - Other activities as appropriate
- Create and convene a Planning Committee that includes representation of necessary viewpoints to properly advance/address the identified environmental health issue, such as state and local environmental departments, health agencies, regional ATSDR & EPA offices or federal agencies, community advocacy groups and others. The Committee will:
 - Develop a theme, goals and objectives for the meeting.
 - Provide a draft agenda with an approximation of meeting length (recommended meeting length: 1 day to maximize participation).
 - Create an invitee list that is representative of the perspectives (e.g., disciplines, organizations) needed to achieve the goals and objectives of the meeting.

- Follow an agreed-upon timeline of activities.
- Provide an overview of logistical considerations for the meeting, such as the meeting location, any hotel accommodations and a point of contact for these logistical items.
- Provide a proposed, itemized budget with budget justification.
- Execute the proposed meeting.
- Evaluate and report on the meeting.
- Consider submitting an oral or poster session of the meeting outcomes for the 2019 APHL Annual Meeting

3. Funding Support

APHL expects to provide up to \$15,000 to each selected applicant for payment of expenses related to the applicant's meeting(s). APHL will permit a selected applicant to use up to \$10,000 of these funds for meeting costs and up to \$5,000 of these funds for payment of professional facilitation services.

The professional meeting facilitation service charges of up to \$5,000 should cover (1) a minimum of five one-hour pre-meeting planning sessions, (2) facilitation services for one full meeting day, (3) travel to the meeting and (4) one one-hour post-meeting session. An applicant may select a professional meeting facilitator of its choosing or it can utilize the services of APHL's Director, National Center for Public Health Laboratory Leadership, Ms. Pandora Ray. Ms. Ray would need approximately two eight-hour days of work in order to complete the full scope of meeting facilitation services and would bill at a rate of \$126/hour (for a total of \$2,016 of consulting charges). In addition, an applicant can anticipate that Ms. Ray's travel cost will be approximately \$1,500 for each meeting the applicant holds.

The \$15,000 represents the maximum total available for each selected applicant and an applicant will need use this amount for the total number of meetings that the applicant specifies in its proposal. *Each selected applicant must conclude its meeting(s) and prepare the final report that will be due to APHL by the end of the project period, which concludes on Friday, June 15, 2018.* APHL will not allow a selected applicant to use the funds provided to support a current staff member in whole or part, but it will allow an applicant to hire contractors or consultants to assist with the meeting(s). An applicant must describe all contractor or consultant activities, including the mandatory professional facilitator, in its [Budget and Justification](#).

4. Project Requirements

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

- Complete all milestones as outlined in proposal. Applicants should work with a facilitator to develop the meeting and consult with APHL staff for recommendations or guidance as needed.
- Submit two status reports to and hold corresponding check-in calls by two dates specified in your project timeline with the APHL project officer. These reports should summarize and show proof that the milestones specified in your project timeline have been completed by that date. This report must include:
 - Whether the timeline milestones were completed and how;
 - 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; and
 - An updated budget.
- The final project report is due Friday, June 15, 2018 and must contain the following:
 - List of partnering agencies or organizations (if any) with a description of their role and impact on the meeting;
 - Detailed description of all meeting topics, activities and follow-up activities;
 - Feedback from both the hosting institution and meeting attendees;
 - Recommendations for other programs that may wish to host a similar meeting in their state, region, or region within a state;
 - Note whether the program would consider hosting a future meeting of this type and whether this type of meeting should be held on a regular basis in the future; and
 - Note whether there were gaps in the overall meeting plan that had not been anticipated and, if so, how these gaps were addressed.
- 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.
- Consider submitting an oral or poster session of the meeting outcomes for the 2019 APHL Annual Meeting.

5. Application Requirements

An applicant must adhere to the following outline in preparing its application. **An 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: RFP Evaluation/Scoring Criteria](#).

5.1.Meeting Description – *(Not to exceed 1 page)*

Describe the issue that can be advanced/addressed through a state, multi-state region, or region within a state environmental health system meeting, your vision for this meeting, potential attendees and your expected outcomes.

5.2.Meeting Specific Details – *(Not to exceed 1 page)*

Describe in detail how the program staff and professional facilitator will plan and carry out the meeting. Provide a detailed timeline of activities, including developing and meeting with the planning committee, creating the agenda, determining logistics, sending invitations, working with the facilitator, pre-meeting activities, holding the meeting, post-meeting follow-up activities, etc. 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).

5.3.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 measureable milestones on the aforementioned timeline of activities that will be met by at least two dates specified in your timeline. Each selected applicant must send a status report and have a check-in phone call with the APHL project officer that summarizes and shows proof of activity completion. The final written report is due to APHL by close of business on Friday, June 15, 2018.

5.4.Budget and Justification – *(Not to exceed 1 pages)*

Up to **\$15,000** will be available for the Awardee through an agreement made with APHL. The use of such funding must be detailed in the application with justification of why the funds are necessary. Costs must be broken down to show meeting costs (up to \$10,000 of the available funding) and professional facilitation costs (up to \$5,000 of the available funding). 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).

6. Application and Program Deadlines

6.1.Application Deadlines

Complete applications must be submitted through email to sarah.wright@aphl.org by close of business Friday, December 21, 2017. APHL and CDC will review applications and will make decisions and send notifications by no later than Wednesday, January 3, 2018. APHL encourages applicants to

check [Appendix A: RFP Evaluation/Scoring Criteria](#) to ensure that the applicant does not have points deducted from their evaluation score as a result of not providing complete information in one or more of the scoring areas.

Note to applicants: APHL is not responsible for lost or misdirected submissions. APHL will send an email to submitting applicants to confirm receipt of submission. If an applicant does not receive this confirmation within three days of submission, the applicant should contact Sarah Wright at 240.485.2730 to verify that your application was delivered correctly.

6.2. Project Deadline

APHL will expect that each selected applicant will complete each status report and applicable milestone by the due date specified in the agreement APHL (see [Conditions of Award Acceptance](#) below). Each selected applicant will be required to submit a final report by no later than close of business on Friday, June 15, 2018, as APHL will not grant an extension to this deadline.

7. Evaluation and Post-Evaluation

7.1. Evaluation Team

APHL staff, led by the Senior Specialist, Environmental Laboratories will conduct an initial review of all proposals for completeness. Any incomplete application on the proposal due date specified in the [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 will be a subject matter expert. Two of these individuals will be selected from CDC/National Center for Environmental Health (NCEH)-EHHE and the remaining one or two will be members of APHL staff.

APHL will ask potential reviewers to complete and sign APHL's Conflict of Interest Disclosure Statement in order to disclose any real or perceived conflict of interest prior to the start of the evaluation process or and to affirm that they have no conflict of interest that would preclude an unbiased and objective review of the proposals received. A copy of the disclosure statement and the related Fiduciary Responsibility and Conflict of Interest Policy is attached as [Exhibit B: Conflict of Interest Disclosure Form and Policy](#). APHL will not select reviewers with a perceived or potential conflict of interest. Once potential reviewers have been identified, APHL's Director, Environmental Health will have final approval over the review team's composition.

7.2. 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: RFP Evaluation/Scoring Criteria](#).

7.3.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 Laboratories will coordinate the review process and APHL's Director, Environmental Health will lead the evaluation sessions.

7.4.Post-Evaluation Procedures

APHL staff will notify each selected applicant within ten business days of the completion of the evaluation process and APHL will post the name of the winning applicant(s) on its 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.

8. Conditions of Award Acceptance

The eligible applicant must be able to enter into an agreement with APHL regarding how funds can be received. The selected applicant must agree to comply with duties, services and expectations outlined in the Meeting Requirements section of this RFP.

9. Requests for Clarification and Contact Information

If a potential applicant has questions or seeks clarification on this RFP, the potential applicant may either send them to APHL's Senior Specialist, Environmental Health whose contact information is listed below or post them to this RFP's page on APHL's procurement website (www.aphl.org/rfp). To post questions, an applicant will need to establish a free account on aphl.org.

Once posted, APHL's Senior Specialist, Environmental Laboratories 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 or to post any question received by email (together with APHL's response) by the following business day after APHL emails its response.

Sarah Wright, MS
Senior Specialist, Environmental Laboratories
T: 240.485.2730
E: sarah.wright@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 – (25 points)

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

Program Evaluation/Timeline - (25 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 APHL may disqualify applications received from applicants who did 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

The project contemplated in this RFP is supported by Cooperative Agreement #NU60OE000103 from the Centers for Disease Control and Prevention. The RFP contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC. The entire \$15,000 available to each winning applicant under this RFP comes from federal funds awarded from CDC to APHL under this Cooperative Agreement.

Exhibit B: Conflict of Interest Disclosure Form and Policy

Association of Public Health Laboratories

Conflict of Interest Disclosure Statement

Applicability: Disclosure of the following information is required of all Officers, Directors, committee members, staff members and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel"). Please answer the following questions and, where indicated, include the same information for your immediate family members (your parents, your spouse or partner, your children and your spouse/partner's parents).

APHL will keep your completed disclosure statement in the corporate records of the association.

1. Please list the name, address, phone number, email address and type of business of your current employer. If you are self-employed, please note that below and provide us with the address, phone number, email address and type of business you operate.

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2. Do you, or does any family member, currently serve as an officer, director, committee member, or other volunteer (or work as an employee of or a paid consultant to) any organization serving the interest of laboratory science or public health laboratories other than APHL or your state or local laboratory?

Yes

No

If yes, please list the organization(s) and provide detail on your or your family member's interest or position in the organization(s).

3. Do you, or any family member, have an existing or potential interest in, or compensation arrangement with, any third party providing goods or services to APHL, or with which APHL is currently negotiating?

Yes

No

If the answer is yes, please provide the name of the organization below and describe in detail the nature of the position held.

4. Please note any other financial or business interest you may have with any organization serving the interests of public health laboratories.

If you have none, please check this box:

5. Do you, or does any family member, have any other interest or affiliation that is likely to compromise your ability to provide unbiased and undivided loyalty to APHL, or that could come in conflict with your official

duties as an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL?

Yes

No

If you answered yes, please describe in detail below the nature of each such interest or affiliation.

6. If you are currently aware of any actual or possible conflict of interest that might otherwise hamper your ability to serve APHL to your best ability and with the highest degree of care, loyalty and obedience – including any potential conflict you or a family member may have with one or more of the RFP applicants – please describe them in detail below.

7. Do you agree that so long as you are an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL you will immediately disclose to the other Directors and/or Officers or, for staff members, the Executive Director and/or General Counsel the nature of any interest or affiliation which you may hereafter acquire, which is in or is likely to become in conflict with your official duties with APHL?

Yes

No

YOU MUST READ THIS SECTION AND THEN SIGN BELOW

I acknowledge that I have received and read APHL's Fiduciary Responsibility and Conflict of Interest Policy (the Policy). I have listed all my relevant fiduciary responsibilities and affiliations, and I have identified any actual or potential conflict of interest on this Disclosure Statement and I agree to abide by the Policy. I understand that it is my responsibility to inform APHL in writing of any change in circumstances relating to the Policy and this Disclosure Statement.

Signature: _____

Date: _____

Printed Name: _____

APHL Fiduciary Responsibility and Conflict of Interest Policy

1. Policy Statement and Purpose

The members of the APHL Board of Directors understand the importance of serving APHL to the best of their ability and with the highest degree of obedience, loyalty and care. Accordingly, the Board adopts the following policy for APHL Officers and Directors, all staff, committee members, and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel").

2. Individual Duty and Annual Disclosure

APHL Personnel will avoid any conflict of interest with APHL. APHL Personnel will not profit personally from their affiliation with APHL, or favor the interests of themselves, relatives, friends or other affiliated organizations over the interests of APHL. As used in this Policy, "Conflict of interest" includes any actual, apparent, and potential conflict of interest.

Upon commencing service with APHL, each APHL Personnel will file with the Board an annual statement disclosing all material business, financial, and organizational interests and affiliations they or persons close to them have which could be construed as related to the interests of APHL or the profession of public health laboratory science. Each APHL Personnel has an obligation to make an additional disclosure if a conflict of interest arises in the course of the individual's service to APHL, whether arising out of his/her employment, consulting, investments, or any other activity. These disclosures will be documented promptly in writing and recorded in the Board minutes and corporate records.

3. Procedure

Whenever APHL considers a matter, which presents an actual, apparent, or potential conflict of interest for APHL Personnel, the interested individual will fully disclose his/her interest in the matter, including the nature, type, and extent of the transaction or situation and the interest of the individual or that individual's relatives, friends or other affiliated organizations. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, what is the appropriate course of action under this policy and the Board vote will be recorded in the minutes.

Any Board member having a conflict of interest must either (i) voluntarily abstain from and be disqualified from participation in all deliberation and voting on all Board actions relating to the situation or matter that gives rise to the conflict of interest, or (ii) ask the Board to determine whether an apparent or potential conflict of interest is considered by the Board to be an actual and material conflict. In the event that the Board member in question requests that the Board evaluate the apparent or potential conflict, that Board member will abstain and be disqualified from participating in (and voting on) the determination of whether the issue presents an actual and

material conflict. If the Board determines that an actual and material conflict exists, the Board member in question will abstain from all voting on, and will be disqualified from participation in all deliberation concerning all Board actions relating to the conflict of interest. The vote will be recorded in the minutes.

These procedures will neither prevent the interested individual from briefly stating his/her position on the matter, nor preclude him/her from answering pertinent questions of Board members, since his/her knowledge may be of assistance to the Board's deliberations.

APHL Personnel must be cautious and protective of the assets of APHL and insure that they are used in the pursuit of the mission of APHL. The association's policy requires APHL Personnel to avoid transactions in which APHL personnel may have a significant financial interest in any property which APHL purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which APHL does business. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, determine whether the transaction is nonetheless favorable to APHL before considering whether to approve it.

4. Other Duties and Obligations

Whenever any APHL Personnel discovers an opportunity for business advantage which is relevant to the activities of APHL, the opportunity belongs to APHL and the individual must present this opportunity to the Board. Only once the Board determines not to pursue the matter and relinquishes the opportunity may the individual consider it a matter of possible personal benefit.

APHL Personnel may not accept favors or gifts exceeding \$75.00 from anyone who does business with APHL.

All APHL Personnel will keep confidential those APHL matters designated confidential. APHL Personnel are prohibited from disclosing information about APHL to those who do not have a need to know or whose interest may be adverse to APHL, either inside or outside APHL, and are prohibited from using in any way such information for personal advantage to the detriment of APHL.

All APHL Personnel who participate in APHL activities, including committee activities and international consultation activities, must be adequately prepared to fully participate as their position descriptions require and will do so in accordance with the applicable laws and regulations of their respective state or territory and APHL's Articles of Incorporation, Bylaws, and corporate policies. The APHL Board will read and understand the association's Articles of Incorporation, Bylaws, corporate policies and financial statements, and routinely verify that all state, federal, and local tax payments, registrations and reports have been filed in a timely and accurate manner.

Board members will never exercise authority on behalf of APHL except when acting in meetings with the full Board or the Executive Committee or as authorized by the Board. If any member of the Board has significant doubts about a course of action of the Board, he or she must clearly raise the concern with the Executive Director and the Board and, when appropriate, seek independent expert advice.