



# Request for Proposals (RFP): Strengthening Respiratory Virus Surveillance Networks

Application Due Date: May 10, 2024, 11:59PM ET

Letter of Intent Due Date: April 22, 2024, 11:59PM ET

Submit to: Courtney Demontigny, Senior Specialist, Infectious Disease ([Courtney.Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org)) with a copy to [infectious.diseases@aphl.org](mailto:infectious.diseases@aphl.org).

The development of this request for proposals application was supported by Cooperative Agreement Number NU60OE000104 (CFDA #93.322) from the Centers for the Disease Control and Prevention (CDC) of the Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the CDC.

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## Summary

The Association of Public Health Laboratories (APHL), in cooperation with the US Centers for Disease Control and Prevention's (CDC) National Center for Immunization and Respiratory Diseases (NCIRD), is seeking to award one-time funding for up to 25 state or local public health laboratories (PHLs) for the purpose of enhancing their respiratory virus surveillance specimen submission networks. Funding will be awarded via a contract with APHL.

## Background

Rapid identification of respiratory pathogens is vital for effective response, however, many PHLs are facing challenges in obtaining an adequate number of respiratory specimens for surveillance testing. Consequently, there is a shortage of specimens available to forward to the National Influenza Reference Centers (NIRCs) and CDC's National SARS-CoV-2 Strain Surveillance (NS3) system for viral isolation and further characterization. Improving participation in respiratory specimen submission networks involves addressing various challenges. Examples of these challenges for both the PHLs and their clinical laboratory partners include lack of funding, staffing shortages and turnover, diminished relationships between public health laboratories and their submitter networks, reduced access to courier networks and a lack of training opportunities on specimen collection as well as packaging and shipping.

To help address some of these challenges, APHL, in cooperation with CDC, is offering this one-time funding opportunity to assist PHLs with rebuilding and/or enhancing their respiratory virus surveillance networks. The objective is to increase the number of respiratory specimens submitted to state and local public health laboratories for surveillance testing. Utilization of funding should be focused on sustainable efforts where the impact will continue past the conclusion of the contract period.

The Association of Public Health Laboratories (APHL) works to strengthen laboratory systems serving the public's health in the United States and globally. APHL represents state and local governmental health laboratories in the United States; this includes public health, agricultural, environmental and other related laboratories. Its members, known collectively as "public health laboratories," monitor, detect and respond to health threats. To obtain more information about APHL, please visit <http://www.aphl.org>.

## Eligibility

All state or local public health laboratories that receive funding through the CDC's Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases ([ELC](#)) or can demonstrate how they contribute to state surveillance goals and meet the following criteria, are eligible to apply for this one-time funding:

- (1) Demonstrated involvement in respiratory virus surveillance networks **and**
- (2) capable of receiving respiratory specimens and performing diagnostic and/or surveillance testing **and**
- (3) are forwarding subset(s) of those samples to the NIRCs and CDC's NS3 system.

## Anticipated RFP Schedule

April 1, 2024	RFP Issued
April 10, 2024	Informational Teleconference
<b>April 22, 2024</b>	<b>Required Letter of Intent Due to APHL (see below)</b>
<b>May 10, 2024</b>	<b>RFP Responses Due</b>
May 31, 2024	Proposal Review Completed
June 7, 2024	Follow-Up Interviews and Updated Proposals Due (if needed)
June 14, 2024	Final Review Completed and Awardees Notified
August 1, 2024	Estimated Contract Start Date

APHL will communicate any modification to this anticipated schedule on APHL's procurement website ([www.aphl.org/rfp](http://www.aphl.org/rfp)) and via an email blast to public health laboratories.

## Response Submittal

### Confirmation of Intent to Respond

APHL requires that prospective applicants submit a brief email statement indicating an intent to submit a proposal to [Courtney.Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org) with a copy to [infectious.diseases@aphl.org](mailto:infectious.diseases@aphl.org). APHL must receive this email by no later than **11:59pm ET on April 22, 2024**. To allow for appropriate review process planning, **a letter of intent is required for consideration**.

### Final Response

APHL must receive complete responses by **11:59 pm ET on May 10, 2024**. Please see **Proposal-Required Submissions** section for items that must be included in the completed proposal. Applicants may send proposals via email to [Courtney.Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org) with a copy to [infectious.diseases@aphl.org](mailto:infectious.diseases@aphl.org).

APHL will send an email acknowledging the receipt of your application; if you do not receive an acknowledgement within two business days, please email the RFP point of contact above to confirm receipt.

## Award

Funding will be distributed via a contract administered by APHL. Up to 25 laboratories depending on strength of applications, funding requested, and funds available, will be selected. Award amounts will vary and depend on the scope of the proposed project with an estimated award per site of \$50,000-\$75,000.

### Use of funds:

Funding to cover a portion of staff time is allowable if that staff time is associated with activities outlined in the proposal. Requested salary should not include laboratory testing staff time.

## Term of Project

The expected contract period is August 1, 2024, through June 30, 2025. A report will be required as a final deliverable. Up to 50% of the proposed amount will be made available at the start of the project and 50% upon completion.

## Evaluation Team

APHL staff, led by the Manager, Respiratory Diseases, will conduct an initial review of all proposals for completeness. Any application that is incomplete as of the proposal due date specified in the [Anticipated RFP Schedule](#) will not be considered and will not receive a formal evaluation.

Complete proposals will be reviewed by at least two reviewers per application. Each application will be reviewed by at least one subject matter expert (SME) from CDC and one APHL member expert. Senior staff from CDC's National Center of Immunization and Respiratory Disease (NCIRD) will identify the SMEs from CDC based on their familiarity with project requirements. APHL member experts will be identified from non-applicant laboratories by the Manager, Respiratory Diseases (APHL) and will have expertise in respiratory disease surveillance networks described in this RFP. Once potential reviewers have been identified, APHL's Director of Infectious Diseases will have final approval over the composition of the evaluation team which will include a minimum of six reviewers.

## Conflict of Interest

APHL will ask potential reviewers to complete and sign APHL's Conflict of Interest Disclosure Statement to disclose any real or perceived conflict of interest prior to the start of the evaluation process.

Reviewers will have 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 Appendix D: Conflict of Interest Disclosure Statement and Policy. APHL will not select reviewers with a perceived or potential conflict of interest. This Conflict of Interest Disclosure Statement is provided in the RFP for Applicant review only.

**Applicants should not complete the Conflict of Interest Disclosure Statement unless instructed by APHL.**

## Evaluation Criteria

Proposals will undergo evaluation by assessing the required submission materials and responses to the questions provided in the **Proposal – Required Submissions** section. A numeric score of up to a maximum of 100 points will be assigned based on the scorecard template in **Appendix C**.

## Evaluation Process

APHL's Manager, Respiratory Diseases will coordinate the review process and the members of the evaluation team will conduct the review via a combination of email communication, teleconference and/or webinar evaluation sessions.

The reviewers may request follow-up interviews with all or some of the applicants and, following these interviews, may request supplemental information on an applicant's proposal. The evaluation team will use these interviews and any supplemental information to clarify a laboratory's capacity or experience in one or more of the evaluation criteria, or to explain other information contained in an applicant's proposal.

There will be no formal evaluation performed by APHL staff. In cases where all other evaluation criteria are substantially similar, APHL will have the ability to advise the evaluation team on selections that would provide geographical spread or otherwise diversify APHL's funding allocations. In addition, the evaluation team may request documentation from APHL staff on an applicant's past performance in other capacities as part of the evaluation criteria.

## Post-Evaluation Procedures

APHL staff will notify the selected laboratories within ten business days of the completion of the evaluation and will post the names of the recipient(s) to APHL's procurement website, [www.aphl.org/rfp](http://www.aphl.org/rfp), within three (3) business days of the laboratory's acceptance of the award. Unsuccessful applicants will receive notification of these results by e-mail within 30 days after the names of the selected awardees are posted.

All applicant laboratories 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 laboratory must be able to contract directly with APHL or have an existing relationship with a third-party organization that can contract directly with APHL on behalf of the laboratory.\* Acceptance of the award means agreement to the compensation structure and amounts agreed upon with the awardee and APHL.

*\* Laboratories must be legally able to contract within the United States and not disbarred or prohibited from contracting with businesses or the federal government.*

## **Proposal – Required Submissions**

An interested laboratory must submit both a letter of intent to apply (**due April 22, 2024**) and a proposal (**due May 10, 2024**). Applications must comply with submission requirements set out in the **Additional Information and Deadlines for Application Submission** below.

Proposals should outline a customized approach to identify sustainable strategies to increase the quantity and demographic and geographic diversity of respiratory specimens received by the laboratory. Plans must also include strategies to reach each jurisdiction’s target specimen submission goals to the NIRCs and CDC’s NS3 system.

Potential strategies include creating opportunities to build and/or enhance relationships with clinical partners, providing education on the importance of respiratory specimen submission as well as tangible approaches such as providing testing kits, shipping supplies or setting up courier networks.

Priority will be given to methods that have the most potential to result in a lasting enhancement in specimen submission, ensuring sustained progress beyond this single fund allocation. Preference will be given to laboratories that have the greatest need for assistance with their respiratory specimen submission network.

A complete proposal will include the following items:

- 1. A letter of support from your jurisdiction’s epidemiology program.**
  - a. Letter should affirm their support to collaborate to strengthen your respiratory virus surveillance network.
  
- 2. A completed copy of **Appendix A** and **Appendix B**.**
  
- 3. Responses to **Proposal Questions** (below)**
  - a. Responses should be limited to no more than four (4) single spaced pages (font size > 11pt, ≥ 1-inch margins) not inclusive of the budget. Budgets may be attached as a separate appendix.
  - b. The proposal should include responses to the questions below, including each aspect of the question and should clearly indicate what question is being answered.

## Proposal Questions

Please review and respond to every question.

1. **Current Respiratory Virus Surveillance Network:** Describe the network of facilities you are currently working with to obtain respiratory specimens in your laboratory. You may use a table to help describe and document some of this information. *See example table below.*
  - a. Provide the following information: name of participating facility, type of facility (e.g., outpatient/clinic, hospital, acute care, etc.), and frequency of each facilities' participation (Number of samples during time frame and number of weeks/months).
  - b. Describe the geographic and demographic (e.g., race, ethnicity, age) diversity of the facilities and/or the specimens you receive to the extent possible. Does the diversity in your submission network represent the diversity in your jurisdiction?
  - c. For your **influenza** surveillance network:
    - i. Describe how your laboratory identifies participating facilities and who is responsible for coordinating your respiratory virus surveillance network.
    - ii. Are specimens pre-screened (i.e. rapid test positive) or diagnostic?
    - iii. How are specimens transported to your laboratory?
  - d. For your **SARS-CoV-2** surveillance network:
    - i. Describe how your laboratory identifies participating facilities and who is responsible for coordinating your respiratory virus surveillance network.
    - ii. Who are the responsible parties in your health department and/or laboratory?
    - iii. Are specimens pre-screened (i.e. rapid test positive) or diagnostic?
    - iv. How are specimens transported to your laboratory?
  - e. Is there overlap with your laboratory's submitter networks for influenza and SARS-CoV-2 or does your jurisdiction treat them as separate networks?

**Example Table:** Description of Submitters to Respiratory Surveillance Network

Name of Facility	Type of Facility	Population(s) Reached (if known)	Frequency of Participation	Influenza/SARS-CoV-2
Regional Medical Facility	Outpatient and Hospital	Adult and Pediatric, Serves Urban Area	~ 10 samples/month, infrequent	PHL performs SARS-CoV-2 and influenza testing
Doctors Office B	Outpatient	Pediatric, Rural	2 samples/week, regularly	Flu + by Rapid Test, submitted for Flu only.

- f. Describe current or recent (within the last <12 months) outreach efforts and whether they are/have yielded results in the past (e.g., providing collection kits, training, digital resources). For any outreach activities, please provide any measurable outcomes that you have.
2. **Problem Statement:** Please provide a brief explanation of the gaps and challenges facing your jurisdiction's respiratory virus surveillance network and how these one-time funds will be utilized to enhance the network and address any gaps and challenges identified.



### 3. Detailed Description of Approach:

- a. **Plan:** Provide a detailed description of the proposed activities and how each activity will support the strengthening of your jurisdiction's respiratory virus surveillance network and address the challenges described in the Problem Statement above (#2). Include information regarding timelines and feasibility of completing the activities by June 30, 2025.
- b. **Sustainability:** Please describe how these one-time funds will result in a lasting enhancement in specimen submissions, ensuring sustained progress beyond this single funding allocation. Be sure to address how these changes will be funded in the future, if applicable.
- c. **Evaluation Plan for Measuring Success:** Laboratories will be expected to provide the number of specimens tested and number of submitting providers during the 2023-2024 season as well as the 2024-2025 season after completion of the proposed activities to enhance their respiratory specimen network have been implemented.
  - i. Provide measures your laboratory will take to ensure a demographic and geographic diverse selection of respiratory specimens is received.
  - ii. Please describe at least one, and up to three, specific and measurable objectives (i.e. SMART objectives) that allow for assessment of impact and sustainability of the project.
  - iii. Be sure to include details regarding evaluation timelines.

### 4. Budget:

- a. Provide a line-item budget reflecting the requested funding amount as outlined in the Award section above. For each category of funding requested (supplies, travel, training materials, etc.), provide a brief description of how the requested items support the proposed activities. Budgets should be prepared to reflect costs through June 30, 2025.
- b. Please limit your response no more than one (1) single-spaced page.

## Additional Information and Deadlines for Application Submission

Applicants must direct all questions to Courtney Demontigny at ([Courtney.Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org)). APHL will post questions received from interested PHLs (unidentified), together with the answers provided by APHL or CDC staff to APHL's procurement website associated with the specific RFP ([www.aphl.org/rfp](http://www.aphl.org/rfp)). APHL will try to post responses on a rolling basis, within 1 business day of receipt of the question.

**To allow for appropriate review process planning, a letter of intent is required for consideration.**

Applicants should submit letters by email to Courtney Demontigny at APHL ([Courtney Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org)) with a copy to [infectious.diseases@aphl.org](mailto:infectious.diseases@aphl.org) no later than **11:59 pm ET on April 22, 2024**.

**Applications** are due to Courtney Demontigny at APHL ([Courtney.Demontigny@aphl.org](mailto:Courtney.Demontigny@aphl.org)) with a copy to [infectious.diseases@aphl.org](mailto:infectious.diseases@aphl.org) by **11:59 pm ET on May 10, 2024**. APHL will send an email acknowledging the receipt of your application. If you do not receive an acknowledgement within two (2) business days, call 240-638-2000 to confirm receipt.

## Appendix A: Respiratory Specimen Numbers

### 1. Respiratory Specimens Received:

- a. Provide the number of respiratory specimens received for influenza and/or SARS-CoV-2 testing in your laboratory from July 1, 2022 to June 30, 2023. Please include the monthly breakdown, if possible, and the total number received during that time period.
- b. Select the chart(s) below that is most appropriate for your laboratory.

#### Influenza specimens:

2022						2023						TOTAL
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Comments:</b>												

#### SARS-CoV-2 specimens:

2022						2023						TOTAL
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Comments:</b>												

#### Combined Influenza and SARS-CoV-2 specimens:

2022						2023						TOTAL
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Comments:</b>												

## Appendix B: Information Required for Potential Contract (In Case of Award)

**\*Completion of this Appendix does not indicate an award will be made but will expedite APHL’s ability to get a draft contract for review. \***

1. **Contract Signer:** Person within your organization who will sign the Work Order Agreement on behalf of your organization.

Name:	
Title:	
Phone Number:	
Email Address:	

2. **Contract Notice:** Person within your organization who can receive and sign legal notices. This person should receive the draft contract and who will work to initiate your internal review process.

Name:	
Title:	
Address line 1:	
Address line 2	
Address line 3:	
Address line 4:	
Locality (City, Town, etc)	
Region (State, Province, etc)	
Postcode (ZIP code, etc)	
Country	
Phone Number:	
Email Address:	
Fax Number (if available):	

3. **Contract Work Order:** Person within your organization to contact for project information (project manager)

Name:	
Title:	
Address line 1:	
Address line 2	
Address line 3:	
Address line 4:	
Locality (City, Town, etc)	
Region (State, Province, etc)	

Postcode (ZIP code, etc)	
Country	
Phone Number:	
Email Address:	
Fax Number (if available):	

## Appendix C: Scorecard

The following table is a copy of the score card that will be used to evaluate RFP responses.

Category/Question	Maximum Value	Score	Comments (REQUIRED)																								
<p>1. Is the applicant’s state consistently meeting their Right Size influenza testing goals? Priority will be given to those jurisdictions that have had difficulty consistently meeting their goals.</p> <p>Refer to the applicant’s <b>Influenza Virologic Surveillance Right Size Report Card: 2022-2023 Season</b>. Determine the number of weeks the state achieved their jurisdictional specific novel event detection goal during the shoulder of influenza season (1 in 200 threshold):</p> <ul style="list-style-type: none"> <li>In the first table “Jurisdiction Specific Novel Event Detection Goals”, refer to the left side of the table underneath the state column header. Use the number listed in the “1 in 200 row” under the “Number of Weeks Goal Achieved” column.</li> </ul> <p>Example:</p> <p><b>Jurisdiction Specific Novel Event Detection Goals:</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Threshold</th> <th colspan="2">State</th> <th colspan="2">National</th> </tr> <tr> <th>Goal</th> <th>Number of Weeks* Goal Achieved</th> <th>Goal</th> <th>Number of Weeks* Goal Achieved</th> </tr> </thead> <tbody> <tr> <td>1 in 700</td> <td>30</td> <td>5</td> <td>2,095</td> <td>4</td> </tr> <tr> <td>1 in 200</td> <td>9</td> <td>5</td> <td>598</td> <td>8</td> </tr> <tr> <td>1 in 4</td> <td>1</td> <td>10</td> <td>11</td> <td>20</td> </tr> </tbody> </table> <p><b>Number of Weeks Goal Achieved: 0-6 (10 points).</b>  <b>Number of Weeks Goal Achieved: ≥ 7 (0 points).</b></p>	Threshold	State		National		Goal	Number of Weeks* Goal Achieved	Goal	Number of Weeks* Goal Achieved	1 in 700	30	5	2,095	4	1 in 200	9	5	598	8	1 in 4	1	10	11	20	10		
Threshold		State		National																							
	Goal	Number of Weeks* Goal Achieved	Goal	Number of Weeks* Goal Achieved																							
1 in 700	30	5	2,095	4																							
1 in 200	9	5	598	8																							
1 in 4	1	10	11	20																							
<p>2. Current Respiratory Virus Surveillance Network (Proposal Question 1):</p> <p>Does the applicant provide a clear description of their respiratory virus surveillance network specimen</p>	10																										

<p>submitters including a list of facilities and adequate descriptions of the geographic and demographic diversity, any overlap or differences between influenza and SARS-CoV-2 networks and any current or previous outreach and its impact.</p> <p><i>Consider the following: Does the applicant provide enough detail to understand their respiratory virus surveillance network? Does the applicant describe their outreach efforts and any measurable outcomes?</i></p> <p><b>Description was very clear and comprehensive:</b> Respiratory virus surveillance network and outreach efforts were clearly described and included all of the requested information (10 points).</p> <p><b>Description was mostly clear and comprehensive:</b> Applicant’s respiratory virus surveillance network description and outreach efforts were well described (7-9 points).</p> <p><b>Description is not comprehensive or lacks clarity in some places:</b> There is missing information and/or the applicant’s respiratory virus surveillance network description and outreach efforts were not fully described (4-6 points).</p> <p><b>Description is not clear or comprehensive:</b> There are significant concerns regarding the description of the respiratory virus surveillance network and any outreach efforts (1-3 points).</p> <p><b>Unable to evaluate applicant’s respiratory virus surveillance network and outreach efforts based on the information provided (0 points).</b></p>			
<p>3. Problem statement (Proposal Question 2):</p> <p>Are the challenges to the applicant’s respiratory virus surveillance network clearly stated? Does the applicant provide a reasonable explanation of why the funds are needed?</p> <p><b>Ideal:</b> Challenges to applicant’s respiratory virus surveillance network are clearly stated and the</p>	20		

<p>explanation of why the funds are needed is appropriate (20 points).</p> <p><b>Adequate:</b> Challenges to applicant’s respiratory virus surveillance network and/or the explanation of why funds are needed to overcome the challenges facing it are not well described or appropriate. (10-19 points).</p> <p><b>Inadequate:</b> There are significant concerns regarding both the description of the challenges to the respiratory virus surveillance network and/or the explanation of why the funds are needed to overcome their network challenges (1-9 points).</p> <p><b>Unable to evaluate challenges facing applicant’s respiratory virus surveillance network or why the funding was needed based on the information provided</b> (0 points).</p>			
<p>4. Considering the proposed approach (Proposal Question 3a); does the applicant provide a reasonable plan to overcome some, or all, of the challenges described (Proposal Question 2) to strengthen their respiratory virus surveillance network? Does the applicant include a practical strategy that would enable them to meet national surveillance testing and submission goals for influenza and SARS-CoV-2?</p> <p><i>Consider the following: Does the applicant provide enough detail to understand their intended approach? Does the plan outline a robust strategy to enhance their respiratory virus surveillance network? Does the plan encompass strategies to achieve national surveillance and submission goals? Does the applicant’s plan seem achievable within the proposed timelines?</i></p> <p><b>Ideal:</b> Applicant has provided carefully considered plan to improve their respiratory virus surveillance network and meet national surveillance and submission goals within established timelines (20 points).</p> <p><b>Adequate:</b> There are minor concerns about the applicant’s plan to improve their respiratory virus surveillance network and meet national surveillance and submission goals within the proposed timeline</p>	20		



<p>(10-19 points).  <b>Inadequate:</b> There are significant concerns regarding both the plan and its prospective effectiveness within the proposed timeline (1-9 points).  <b>Unable to evaluate plans based on the information provided</b> (0 points).</p>			
<p>5. Rate the sustainability of the applicant’s proposed approach (Proposal Question 3b).</p> <p><i>Consider the following: Does the applicant provide a clear and reasonable explanation of how their proposed plan would result in sustainable improvements to their respiratory virus surveillance network and national respiratory virus surveillance and submission goals beyond the one-time funding contract period?</i></p> <p><b>No issues or concerns:</b> Applicant has provided carefully considered plan to create sustainable improvements to their respiratory virus surveillance network and their national surveillance and submission goals (15 points).  <b>Minor concerns:</b> There are minor concerns about the applicant’s plan to create sustainable improvements their respiratory virus surveillance network and their national surveillance and submission goals (10-14 points).  <b>Moderate concerns:</b> There is missing information and/or there are moderate concerns regarding the potential sustainability of applicant’s planned improvements to their respiratory virus surveillance network and their national surveillance and submission goals (5-9 points).  <b>Major concerns:</b> There are significant concerns regarding both the sustainability of the proposed plan (1-4 points).  <b>Unable to evaluate the sustainability of the proposed plan based on the information provided</b> (0 points).</p>	15		
<p>6. Does the applicant provide at least one and up to three specific, measurable objective(s) that will enable</p>	15		

<p>them to assess the impact of the funding (Proposal Question 3c)?</p> <p><b>No concerns with stated objective(s):</b> Objective(s) are appropriate, clear, specific, and measurable (15 points).</p> <p><b>Minor to moderate concerns with objective(s):</b> Objective(s) may not be totally appropriate, clear, specific, or measurable but are generally acceptable to measure impact (5-14 points).</p> <p><b>Major concerns:</b> Objective(s) are not entirely appropriate, clear, specific, or measurable and would be difficult to use for measuring success/impact (1-4 points).</p> <p><b>Objective(s) not provided and/or don't address impact</b> (0 points).</p>			
<p>7. Does the applicant provide an appropriate budget for the proposed work (Proposal Question 4)?</p> <p><b>No concerns with budget</b> (10 points).</p> <p><b>Minor to moderate concerns with budget</b> (5-9 points).</p> <p><b>Major Concerns with budget</b> (1-4 points).</p> <p><b>Budget not appropriate for proposal</b> (0 points).</p>	10		
<b>TOTAL SCORE</b>	100	<u>        </u>	

## Appendix D: Conflict of Interest Disclosure Statement and Policy (APPLICANTS NEED NOT COMPLETE UNLESS INSTRUCTED BY APHL)

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).

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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.

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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:

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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.

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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.

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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 ensure 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.