

Amended Request for Proposals (RFP): APHL Internship Subaward Program: Supporting established Public Health Laboratory internship programs

RFP Issue Date: May 27, 2022; Amended October 10, 2022

Technical Assistance Webinar: May 27, 2022

Application Due Date: Applications will be reviewed on a rolling basis from May 30, 2022, until April 30, 2023.

Submit Applications To: Internship Program Staff (internships@aphl.org)

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SUMMARY

The Association of Public Health Laboratories (APHL) is seeking to identify Public Health Laboratories with existing internship programs. The purpose is to support the development of the public health laboratory workforce as part of the Workforce Pipeline Project funded by the American Rescue Plan.

Public health laboratories with internship programs (host lab) will be supported via subawards. The host lab will provide all supervision and management of the interns. Interns will be supervised by a mentor in a variety of high-value scientific tasks as appropriate and approved in their host lab. Tasks range from pre-analytical, analytical and post-analytic to include specimen receiving, bench work, data analysis, report writing, laboratory maintenance and professional development efforts.

Host labs will provide a monthly detail of the intern hours worked and a brief reporting of activities completed by the intern. Reports will be submitted to the Manager of Internships. Each selected site will be eligible for the award amount of up to \$12,800 per intern in the form of a stipend for 16 weeks to be disbursed at a rate of \$20 per hour, as reimbursement to the lab for payments to the intern. For any period outside of 16 weeks, an intern stipend will be disbursed at a rate of \$20 per hour as reimbursement to the lab for payments to the intern.

Background

APHL administers a variety of discipline-specific internship programs. Interns are placed in non-federal public health laboratories, and other non-federal laboratories with a public health focus, for training in both public health laboratory competencies and applied laboratory skills. The mission of the program is to prepare early- and mid-career scientists for careers in public health laboratory science. The programs address workforce development challenges by supporting capacity-building and the mission of the host laboratory.

Under the Cooperative Agreement (#NU60OE000104 (CDA #93.322)) with the Centers for Disease Control and Prevention, APHL will maintain an internship program.

RFP PROCESS OVERVIEW

Program Dates: July 1, 2022 – June 30, 2023

- May 27, 2022 – RFP Issued
- May 27, 2022 – Technical Assistance Webinar at 11:00 am ET
- May 30, 2022 – RFP responses will be assessed on a rolling basis until funds are exhausted
- June 1, 2022 – Awardees notified continuously
- July 1, 2022 – Anticipated contract ratification between APHL and awardees on a rolling basis
- April 30, 2023 – Last day to submit an application for the July 1, 2022 – June 30, 2023 fiscal year

NOTE: Funding begins July 1, 2022. Applications will be accepted, reviewed, and funded until funds are exhausted. Applications will close 60 days prior to the end of the program (April 30, 2023). If the program funds are fully exhausted prior to April 30, 2023, updates on program closure can be found on APHL's procurement website (www.aphl.org/rfp) and via an email blast to the APHL programs and the public health laboratories.

DURATION OF AWARDS

All applicants can request funding for any duration from July 1, 2022, through June 30, 2023. A laboratory can submit a request for multiple interns concurrently or sequentially. However, funding priority will be given to programs that have not been previously funded by the APHL Internship Subaward Program.

TECHNICAL ASSISTANCE WEBINAR

Date: Friday, May 27, 2022

Time: 11:00 pm ET

Duration: 1 hour

Registration Link: <https://aphl.zoom.us/j/81243185472>

NOTE: APHL will record and post this webinar online along with any questions received.
<https://www.aphl.org/fellowships/Pages/About-the-Fellowship-Program.aspx>

ELIGIBLE APPLICANTS

All state, local, tribal, territorial and local public health laboratories as well as non-federal environmental, chemical, agricultural, veterinary, and food safety laboratories may apply to request funding to host one or more interns. The intern must be currently enrolled in an accredited degree or relevant certificate program, in pursuit of a relevant certificate or an Associate's or Bachelor's degree.

REQUIREMENTS OF FUNDING REQUESTS

In addition to the program expectations, all programs must meet the funding requirements below to be eligible for consideration:

1. Provide a variety of high-quality scientific tasks for the intern to participate in and observe
2. Identify a mentor who will be the primary point of contact and act as one of the champions for the intern's completion of key tasks, curriculum, demographic surveys and other reporting duties.
3. Provide monthly reporting on intern progress towards goals, work hours, and a general update on progress.

PROGRAM EXPECTATIONS

Once approved, APHL expects successful mentor participants of the APHL Internship Subaward Program to meet the program expectations outlined below. **NOTE:** Program requirements will be included in the contract statement of work and funding will be contingent on meeting deliverables

outlined in the contract.

1. Follow the guidelines in the APHL Internship Subaward Program [Mentor Handbook](#).
2. Guide the intern during the internship, ensuring successful completion of the program.
3. Work through curriculum, provided by APHL, and complete training as detailed in the Plan of Action.
4. Provide a monthly reporting of key data (listed above).
5. Sign a contract with APHL for acceptance of funds for agreement to terms as noted.

SUBMISSION OF RFP

Applications can be submitted between 11:59 pm ET on May 30, 2022 until April 30, 2023.

Microsoft Word or PDF submissions can be sent to internships@aphl.org. APHL will send an email acknowledging the receipt of your application. If you do not receive an acknowledgement within 48 hours, email internships@aphl.org to confirm receipt.

EVALUATION OF RESPONSES

Initial Review

APHL will conduct an initial review of all proposals for completeness. APHL will not consider or evaluate any application that is incomplete.

Evaluation Team

After the initial review, an evaluation team will convene to evaluate competitive proposals and assess their relative qualities based on the evaluation criteria outlined below and any other factors and sub-factors noted in this RFP. This evaluation team will consist of at least two members of APHL's Staff and two non-APHL external reviewers from our member labs or affiliated committees. The Director of Experiential Learning will have final approval over the submitted application, with consideration of the reviewer's suggestions.

Conflicts of Interest

APHL will ask proposed review committee members to disclose any potential conflicts of interest and APHL will not place any individual with a conflict of interest on the evaluation team. In the event that a reviewer identifies a conflict of interest (or if APHL staff have reason to believe that a reviewer may not be impartial) after the evaluation team has been assembled, APHL will exclude that reviewer from further participation in the review process and will eliminate that reviewer's completed reviews from the evaluation process.

Evaluation Criteria

Applications will be evaluated based on each applicant's ability to present high quality learning opportunities for interns, as well as the ability to support programmatic goals including but not limited to supporting completion of curriculum. Application must receive a minimum score of 70% in each category prior to receiving final approval.

Please complete the Appendices in the RFP to respond fully to all the requirements in the scoring criteria.

Scoring Criteria and Points		
<i>Project Data</i> – Description of key activities that intern will perform	30 pts	Appendix A
<i>Programmatic support and reporting</i> – Ability to encourage public health laboratory career pathways to interns	15 pts	Appendix A
<i>Programmatic support and reporting</i> – Ability to ensure key curriculum, learning goals and reporting are completed in a timely fashion	15 pts	Appendix A
<i>Diversity, Equity, Inclusion and Accessibility</i> – Ability to support Diversity, Equity, Inclusion and Accessibility in recruiting internship candidates	15 pts	Appendix A
<i>Budget</i> – Budget is within range for this project	25 pts	Appendix B
Maximum Points Attainable	100	

AWARD

Each selected program will be eligible for an award amount of up to:

- \$12,800 per intern for 16 weeks as a stipend, to be disbursed at the rate of \$20/hr, as reimbursement to the lab for payments made to the intern
- For any time period outside of 16 weeks, the lab will be reimbursed at the rate of \$20/hr for payments made to the intern
- Requests for multiple concurrent or sequential interns will be considered

Funding will be distributed via a contract administered by APHL. The awarded applicants can use the award for paying the intern a wage of \$20/hour. Funds cannot be used for laboratory employee salaries.

TERM OF PROJECT

The project term will begin upon contract execution no sooner than July 1, 2022 and will finish on June 30, 2023.

AWARD ANNOUNCEMENT

APHL will inform selected and non-selected applicants of the award decision no later than 60 days after the application was submitted. APHL will post a list of selected programs on APHL’s procurement website, www.aphl.org/rfp.

All applicants will be entitled to utilize APHL’s RFP Appeals Process to formulate an appeal regarding APHL RFP: Supporting established PHL internship programs

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 applicants 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 applicant. Upon approval, if an applicant will be including their Indirect Cost Rate as a budget line item, a copy of the applicant's Negotiated Indirect Cost Rate Agreement (NICRA) must be provided as confirmation of the Indirect Cost Rate awarded to the third-party.

Once the award has been accepted, the applicant will schedule a 1:1 Meet and Greet with the Internship Team including but not limited to the Manager of the Internships Program, the Senior Specialist, and the Specialist. The link to schedule this meeting will be sent by the APHL internships team following execution of the Subaward Agreement.

RFP RELATED QUESTIONS

Please direct all questions to internships@aphl.org. Questions received and associated responses will be posted to APHL's procurement website (www.aphl.org/rfp).

DISCLAIMER AND OTHER GENERAL MATTERS

This RFP is neither an agreement nor an offer to enter into an agreement with any respondent. Once evaluation is complete, APHL may choose to enter into a definitive contract with the selected RFP applicant(s).

APHL must ensure that the selected applicant(s) are neither suspended nor excluded from receiving federal funds and that the applicant(s) meet any other funding eligibility requirement imposed by the Cooperative Agreement. APHL's determination of whether the applicant is eligible to receive Cooperative Agreement funding will be definitive and may not be appealed. In the event that APHL determines that the selected applicant(s) is ineligible to receive Cooperative Agreement funding, APHL will nullify the contract or will cease negotiation of contract terms.

Each applicant will bear its own costs associated with or relating to the preparation and submission of its application. These costs and expenses will remain with the applicant, and APHL will not be liable for these or for any other costs or other expenses incurred by the applicant in preparation or submission of its application, regardless of the conduct or outcome of the response period or the selection process.

RESPONSE REQUIREMENTS

Each complete response packet should include:

1. Appendix A: Applicant Questions
2. Appendix B: Budget and Budget Justification

APPENDIX A: APPLICANT QUESTIONS

Complete the following questions in this form: <https://forms.office.com/r/OrBvepR4nW>

1. Laboratory Information
 - a. Full name of your Laboratory
 - b. Mentor Name, Phone, Email:
 - c. Laboratory Director, Phone, Email:
 - d. Location/Address:
 - e. Describe the established or emerging internship program at your lab.
 - f. Do you already have a candidate selected? If so, list their name, email, and the degree or relevant certificate program they are currently pursuing.
 - g. Brief overview of primary activities at this laboratory:
2. Description of key activities that intern will perform:
3. Which of these activities will the intern participate? Which of the following activities might the intern participate in?
 - a. Laboratory skills
 - b. Laboratory safety
 - i. Chemical hygiene safety training
 - ii. Biological hood cabinet safety
 - iii. Bloodborne Pathogen training
 - c. Pipetting
 - d. Basic microscopy skills
 - e. Gram staining
 - f. Making laboratory solutions
 - g. Aseptic technique
 - h. Laboratory testing
 - i. Data entry
 - j. Sample processing
 - k. Laboratory testing
 - l. Data analysis and reporting management
 - m. Quality improvement
4. Describe your efforts to support Diversity, Equity, Inclusion and Accessibility in recruiting your internship candidates:
5. How many hours per week and for how many weeks will the intern be placed in your laboratory?
6. What is the preferred start and end date?
7. What is the total amount you are requesting?
8. How do you plan to encourage public health laboratory career pathways to interns?
9. How will you ensure key curriculum, learning goals and reporting are completed in a timely fashion?
10. How did you hear about the RFP Subaward Internship Program?

APPENDIX B: BUDGET

All applicants must present a budget for completion of activities proposed. Programs may use the [budget template](#) below and emailed to internships@aphl.org or this information can be completed in the form noted above.

			A	B	C		D	E	
Intern Name if known, or TBD	Start Date	End Date	Total number of weeks (A)	Hours per week (B)	Total hours (A x B) = C	Indirect Cost Category, if applicable	Institution's Indirect Cost Rate, if applicable (D)	TOTAL before Indirect Costs (C x \$20=E)	TOTAL including Indirect Costs, if applicable (E x D)
EXAMPLE	12.2.25	4.4.26	16	40	640	Research on Campus	0.46	\$12,800	\$18,688
TOTAL FUNDS REQUESTED									

APPENDIX C: APHL CONFLICT OF INTEREST DISCLOSURE STATEMENT (FOR COMPLETION BY REVIEWERS ONLY – APPLICANTS DO NOT COMPLETE)

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.
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?
 - a. 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, or 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:	Printed Name:	Date:
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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.