



REQUEST FOR PROPOSALS

Copy Editor Consultant for the *Health Security Journal Supplement for 2022 Preparedness Summit*

National Association of County and City Health Officials (NACCHO)

June 8, 2023

Summary Information

- **Project Title:** Editorial services for *Health Security Journal Supplement*
- **Deadline for submissions:** Friday, June 23, 2023, 5:00pm. EST
- **Source of Funding:** Centers for Disease Control and Prevention
- **Maximum Funding Amount:** \$20,000
- **Estimated Period of Performance:** 3 months (August 1, 2023, to October 31, 2023).
- **Point of contact for questions:** Victoria Freire, COVIDWorkforce@naccho.org
- Special conditions of this award: See [NACCHO Standard Contract](#)

Application Process Timeline

Event	Date/Time
RFP Posted and Open for Submissions	June 9, 2023
Proposal Submission Deadline	June 23, 2023, 5:00 p.m. EST
Award Notification Date	July 5, 2023
Anticipated Contract Start Date	August 1, 2023
Contract End Date	October 31, 2023

Overview

NACCHO is the voice of close to 3,000 local health departments (LHDs) across the country. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of public health challenges facing communities.

With support from the Center for State, Tribal, Local and Territorial Support (CSTLTS) within the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity for a consultant to provide copyediting and proofreading services for manuscripts from the 2022 Preparedness Summit that will be published in a special supplemental issue of *Health Security*.

Managed by Johns Hopkins Center for Health Security, *Health Security* is published by Mary Ann Liebert, Inc., This peer reviewed journal provides research and guidance surrounding epidemics, disasters, and community resilience. Topics covered by the journal include advancements that may help prevent or respond to epidemics, innovations that improve response to major health events, guidance for coping with mass casualty crises, initiatives aimed at reducing agricultural vulnerabilities, military and defense contributions to biodefense strategy, communication methods and challenges, and ethical and legal dilemmas posed by major health events. The journal is known to be an important resource for professionals in fields dealing with public health emergency prevention and response. The editorial house style for *Health Security* is American Medical Association 11th Edition Citation Style.

Mary Ann Liebert, Inc. is a global media company dedicated to creating, curating, and delivering impactful peer-reviewed research and authoritative content services to advance the fields of biotechnology and the life sciences, specialized clinical medicine, and public health and policy.

Proposals will be accepted until **Friday, June 23, 2023, 5:00pm. EST**. Selections will be made **by July 5, 2023**. The project is intended to end by **October 31, 2023**.

All necessary information regarding the project and application process may be found in this request for proposals (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by emailing Victoria Freire, COVIDWorkforce@naccho.org

Purpose and Background

The National Association of County and City Health Officials (NACCHO) is seeking a qualified consultant to provide copyediting and proofreading services for approximately fifteen (15) manuscripts. Applicants will be asked to provide samples of their work, in Microsoft Word, along with a list of prior clients and previous experience. Applicants must be proficient with American Medical Association 11th Edition Citation Style.

Manuscripts will be provided on a rolling basis and overseen by the managing editor at Johns Hopkins Center for Health Security. Content area of the manuscripts can range from any of the following topics:

- Emergency preparedness
- Mitigation
- Prevention

- Response and recovery
- Incidence management
- Public health communications

Eligibility and Contract Terms

Selected applicants will enter into a fixed-price, goods and services, contractual agreement with NACCHO, using [NACCHO's Standard Contract](#) (terms and conditions) to complete the deliverables specified below. NACCHO will disburse funds according to completion of the below listed deliverables and timeline. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Agreement with a majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify NACCHO's standard contract language has been reviewed and to confirm agreement with the terms and conditions.

Should your organization need to propose any changes to the terms and conditions, please inform us immediately, however NACCHO reserves the right to accept or decline such changes. Significant changes or delays providing required contract documents, including providing proof of an active SAMS.gov registration, may impact your selection as a successful applicant. SAMS.gov registration must be active at the time the contract is signed. Agreeing to NACCHO's Resolution of Disputes and Governing Law is expected and aside of those two clauses, **limited modifications to the terms or contract language can be accommodated. Contractors that cannot agree to majority of NACCHO's contract language should not apply for this initiative.** Applicants should note that the intent of this RFP is to develop resources for use by NACCHO, COVID Workforce project direct grant recipients, and NACCHO's broader membership for use both during and beyond this period of performance. Please see the **OWNERSHIP OF MATERIALS** section of NACCHO's standard [Contract Agreement](#).

If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

Project Goals & Technical Requirements

Goal

The primary purpose of this project is to provide copyediting and proofreading services for approximately fifteen (15) manuscripts from public health organizations. Manuscripts will be published in a special supplemental issue of *Health Security*.

Activities

The consultant will engage in the following activities to meet the needs of this RFP:

- **Project Management** – Maintain regular communication with NACCHO on the performance of the contract to support situational awareness among all parties.
 - Participate in kick-off meetings and regular project planning and coordination meetings with NACCHO and Johns Hopkins Center for Health Security.
- **Copyediting and Proofreading** – Revise manuscripts’ written content for accuracy, clarity, consistency, and style.
 - Manuscripts will be provided on a rolling basis and will follow the American Medical Association 11th Edition Citation Style.

Period of Performance

This project is anticipated to run for 3 months (August 1, 2023, to October 31, 2023) and is subject to change. The project is intended to end by October 31, 2023.

Please reach out to Victoria Freire, COVIDWorkforce@naccho.org, with any questions or concerns about the timeline.

Scope of Work

The following table outlines the tasks expected of the selected contractor. NACCHO reserves the right to adjust these activities and timeline as needed.

Invoice	Activities	Deliverables	NTE Budget Amount
Invoice #1: August 1 to September 31, 2023	Participate in kick-off meetings and regular project planning and coordination meetings with NACCHO and Johns Hopkins Center for Health Security.	a) Agenda and additional developed materials from Project Kick-off call b) Project progress report	\$5,000
	Copyedit 10-12 manuscripts	a) 10-12 copyedited manuscripts	\$10,000*
Invoice #1 (September 31, 2023) August 1 to September 31, 2023, Total:			\$15,000
* Budgeted deliverable amounts are negotiable based upon the agreed upon SOW and varied hourly rates; the maximum award will not be greater than \$20,000.			
Invoice	Activities	Deliverables	NTE Budget Amount
Invoice #2: October 1 to	Copyedit 3-5 manuscripts	a) 3-5 copyedited manuscripts	\$5,000*

October 31, 2023			
Invoice #2 (October 31, 2023) October 1 to October 31, 2023, Total:			\$5,000
Total:			\$20,000

* Budgeted deliverable amounts are negotiable based upon the agreed upon SOW and varied hourly rates; the maximum award will not be greater than \$20,000.

Method of Payment

NACCHO will pay the selected contractor, upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

NACCHO Support

NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the Scope of Work and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO reports, data, and other resources necessary to complete the tasks above.
- Provide use of NACCHO’s Zoom video conferencing and webinar platform.
- Provide input, guidance, and oversight of execution and completion of tasks, including through regular project planning and coordination communications (video conferencing, emails, phone calls, etc.).

Proposal Response Format

A. Project Narrative: To be considered for this project, the project narrative must be no longer than 8 pages, single-spaced, with 12-point font type, and 1” margins. The proposal must include the following:

- a. **Cover Letter**, including the names and contact information of the main point-of-contact and fiscal lead.
- b. **Organization background:** Describe your organization, agency, or company and explain why it qualifies to be responsive to the requirements of this RFP.
- c. **Qualifications & Experience:** Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in this RFP. Describe your organizational and staff qualifications, and your collective experience and expertise.
- d. **Methodology:** Describe, in detail, your proposed methodology to meet all project requirements, including the content and standards outlined in the Scope of Work above.

B. Budget proposals – Using this [budget template](#) provide one (1) detailed, line-item budget, for the following performance period:

- a. Period 1: August 1, 2023-October 31, 2023, which clearly outline:
- The \$ amount, % of total budget, and a narrative cost justification for each line item
 - Personnel (number of staff, percent effort to the project and salary wages or hourly fees)
 - Note: Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (\$203,700 as of publication of this RFP).
 - Funds to be provided to other consultants/firms working on the project, if applicable
 - Other costs associated with the project.

The following items are NOT allowable expenses:

- Equipment
- Alcoholic Beverages
- Bad Debts
- Contributions and donations
- Entertainment Costs
- Fines and penalties
- Goods and services for personal use
- Lobbying
- Losses on other awards

See Appendix A for a full list of restrictions.

- C. Budget narratives:** provide one (1) narrative cost justification, one (1) for the period of performance (i.e., Period 1: August 1 - October 31, 2023). Include responses to the following two questions at the end of budget narrative:
- a. Do you have a prior experience in Federal Contracting? (Yes/No)
 - b. Have you completed a Single Audit? (Yes/No)
- D. Project Deliverables & Timeline:** Provide a realistic outline or chart that includes deliverables and milestones outlined in the Scope of Work above as well as additional key steps to achieve project requirements.
- E. Additional Attachments:** Please include all of the following attachments with your application:

- a. **Contract forms:** Complete the following hyperlinked forms and submit with application. This information will only be used if the submitting agency is selected and engages in a contract with NACCHO:
 - i. [Vendor information form](#)
 - ii. [Certificate of Non-debarment](#)
 - iii. [W-9](#)
 - iv. Proof of active DUNS number and active registration with SAM.gov. **The applicant's SAMS.gov registration must be active at the time the contract is signed.**
- b. **Resumes/Curricula Vitae (CVs):** Provide resumes/CVs for each staff member responsible for project implementation, project management, or other positions identified in the requirements of this RFP.
- c. **Examples of previous work:** Provide at least two (2) examples (short descriptions with links are acceptable) of previous work that demonstrate the capability to produce the work outlined in the Scope of Work.
- d. **References:** Provide three (3) references for which you have performed similar work to the requirements of this RFP.

Selection Criteria

An evaluation team composed of representatives from NACCHO's Public Health Infrastructure and Systems team will use the criteria listed below to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP:

- **Understanding of project purpose and goals (15 pts):** Applicant demonstrates a clear understanding of the project goals and deliverables.
- **Relevant expertise (30 pts):** Applicant has clearly documented evidence of their (and that of the proposed project staff) subject matter expertise and experience in the proposed content area.
 - Experience providing copyediting and proofreading services for journal manuscripts (**required**)
- **Methodology: (30 pts):** The proposal includes a clear, feasible, appropriate, detailed, and rigorous methodology and plan to effectively meet the goals and deliverables of the project.
- **Project timeline (15 pts):** The proposal includes a detailed and realistic timeline for the project period, with all deliverables completed by the dates referenced.
- **Budget and Overall Proposal Quality (10 pts):** The proposal includes a detailed, line-item budget justifying the proposed expenses and the expenses are appropriate for the

purposes of the deliverables. The overall quality of the proposal is clear, concise yet sufficiently detailed, and well-composed.

Submission Instructions

Final response to this RFP should be submitted by **Friday, June 23, 2023, 5:00 p.m. EST to Victoria Freire at COVIDWorkforce@naccho.org**. **The submission package should include a pdf of the proposal as well as the attachments noted above. Please use the subject line: Editorial services for *Health Security Journal Supplement***. Responses submitted after this deadline will not be considered. Hard copy (mailed, faxed) submission will not be considered. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within two business days, please send an email to COVIDWorkforce@naccho.org. All applicants will be notified of their status on or around July 5, 2023.

Funding and Disclaimer Notices:

This project is supported by a grant from the Centers for Disease Control and Prevention (CDC-RFA-OT18-1802). CDC does not endorse any product, service, or enterprise. Views expressed in related products do not necessarily reflect those of CDC or Health and Human Services.

This RFP is not binding on NACCHO, nor does it constitute a contractual offer. Without limiting the foregoing, NACCHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFP; to waive any deviation from the RFP; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFP. Under no circumstances shall NACCHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFP.

Attachments

- I. [NACCHO's Standard Contract](#)
- II. [budget template](#)
- III. [Vendor Information Form](#)

Appendix A: Funding Restrictions

Restrictions, which must be taken into account while writing the budget, are as follows: In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGO's that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the sources of fund, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additional-requirements/ar-35.html>).

- Recipient may not use funds for research
- Recipients may not use funds for clinical care
- Recipients may only expend funds for reasonable program purpose including personnel, travel, supplies, and services, such as contractual.
- Recipients may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying our project objectives and not merely serve as a conduit for an award to another party or provide who is ineligible.
- Other than for normal and recognized executive-legislative relationships no funds may be used for: publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).

Regarding Purchase of General (i.e., non-specialized) and Specialized Equipment

Requests to use awarded funding to purchase general equipment (excluding vehicles) on behalf of Jurisdiction Health departments or other beneficiary organizations outlined and approved in the associated Work Plan may be considered. Such spending must be identified and itemized, in the budget narrative, explained and justified in the narrative and is subject to review and approval by the Grants Management Official. Costs for purchase of general equipment (excluding vehicles) without approval by the Grants Management Official may be disallowed. Costs for purchase of general vehicles are not allowed.

Requests to use awarded funding to purchase specialized equipment (including specialized vehicles) on behalf of Jurisdictional Health Departments or other beneficiary organizations outlined and approved in the associated narrative may be considered. Such spending must be identified and itemized in the budget narrative, explained and justified in the Work Plan and is

subject to review and approval by the Grants Management Official. Costs for purchase of specialized equipment (including specialized vehicles) without approval by the Grants Management Officials may be disallowed.

Unallowed Expenses

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently \$203,700).

- Please note that the federal government has implemented a prohibition against using federal funds to purchase telecommunications and video surveillance equipment and services from certain Chinese companies. This regulation is being incorporated into federal grants and contracts received NACCHO through [2 CFR 200.216](#) and/or Federal Acquisition Regulations (FAR) clause [52.204-25](#).
- The federal regulation specifically prohibits the purchase of telecommunications equipment and services from: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities defined below); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). The definition of “Affiliate” can be found in [FAR 2.101](#). The list of subsidiaries and affiliates of Huawei and ZTE can be found in [Supplement Number 4 to 15 CFR Part 744](#).

The recipient can obtain guidance for completing a detailed justified budget on the CDC website at the following Internet address: [Budget Preparation Guidelines \(cdc.gov\)](#)

Please see CDC terms for non-research activities under the contract eligibility on the attached document: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>.

For further guidance on the salary cap information <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/EX.pdf> in the budget guidelines.