

NACCHO

National Association of County & City Health Officials

REQUEST FOR PROPOSALS

Local Health Department Public Health Ethics Cases

National Association of County and City Health Officials (NACCHO)

SUMMARY INFORMATION

Project Title: Building Capacity in Public Health Ethics at Governmental Public Health Departments

Proposal Due Date and Time: Friday, December 2, 2022

Selection Announcement Date: Friday, December 7

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 5NU38OT000306-05-00

Maximum Funding Amount: \$2,500 per award

Number of awards available: 2

Period of Performance: January 1, 2023 – May 31, 2023

Point of Contact for Questions Regarding this Application: Ashley Edmiston,
aedmiston@naccho.org

PURPOSE AND BACKGROUND

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to the LHO workforce 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 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 aims to build out its [suite of public health ethics resources and tools](#) by offering two cases that local health departments may use for ethical deliberation. The cases will outline a public health issue and give pertinent information that an ethics committee may use to practice facilitation and deliberation skills. Examples of cases may be found in the book [Public Health Ethics: Cases Spanning the Globe](#).

Two awards of \$2,500 each are available for the development of two cases. The target audience for these awards are local health departments and specifically public health ethics committees. These case studies are intended to be written from a peer perspective.

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issues awards of \$2,500 in the form of a fixed priced contract. Eligible applicants are local health departments.

NACCHO expects you as the applicant to review and agree to the NACCHO's [Standard Contract Agreement](#). However, if you know in advance that your agency or organization is going to have difficulty accepting any of the provisions in the contract, please contact NACCHO immediately to discuss. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

Upon selection, NACCHO will work with each LHD to finalize the scope of work, develop a project budget, and collect other documents needed for the contract. . Please note that registration in sam.gov is a requirement of entering into a contract with NACCHO and proof of registration will be required. If you are interested in this opportunity, but are not currently registered, please do so as soon as possible so that the contract process is not delayed.

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
Application Period Closes	Friday, December 2, 2022
Anticipated Notice of Award	Friday, December 7, 2022
Anticipated Contract Start Date	January 1, 2023
Anticipated Contract End Date	May 31, 2023

PROJECT GOALS

The goal of this work is to build the capacity of LHDs and LHD leaders to address the multitude of complex public health issues that arise on a daily basis. With support from the CDC, NACCHO's work has focused on supporting LHDs in establishing an ethics committee consisting of internal and external stakeholders and to utilize the committee to deliberate on ethical issues using a 3-step ethical analysis framework. This is to support local health officials in their decision making around issues that fall outside the boundaries of public health law, yet for which, there is not a clear answer. By involving community stakeholders to engage in thoughtful deliberation and analysis, LHO's can point to justified decision making that considers multiple frames and perspectives.

This project builds on that work to develop two cases from the field that LHDs can review and use as part of their ethics committee training. The cases should consist of real issues faces by LHDs and will be presented in a way that allows readers to fully understand the issue, the context of the issue, and then walk through a series of question to consider the issue with their ethics committee to decide a course of action. The writers may also include a section that describes how their ethics committee ultimately decided on the issue as well as any reflection and lessons learned. Each case study will be 4-5 pages long.

DELIVERABLES AND TIMELINE

Selected consultant will enter into a contractual agreement with NACCHO to complete the deliverables specified below. The following outlines the deliverables to be produced by the consultant; however, a finalized scope of work will be agreed upon post consultant selection.

Invoice	Project Activities	Deliverables	Amount of Total Award
<p align="center">Invoice # 1</p> <p>January 1, 2023 – May 31, 2023</p>	<ol style="list-style-type: none"> 1. Participate in planning calls with NACCHO and CDC 2. Provide a draft case for review 3. Incorporate any feedback and edits into a final case 4. Participate on a webinar to discuss your health departments work in Public Health ethics 	<ol style="list-style-type: none"> 1. Draft case 2. Final case 	<p align="center">\$2,500</p>
Total Amount			\$2,500

METHOD OF PAYMENT AND UN/ALLOWED EXPENSES

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.

PROPOSAL RESPONSE FORMAT

The proposal narrative must outline the following content:

- a. Narrative (ideally no more than 1 page, but if more space is needed, 2 pages maximum) Please answer the following questions:**
 - i. Describe your LHDs experience with public health ethics. This may include a description of any policies or documents you may have that details your organizations approach to public health ethics issues , whether or not you have an ethics committee, whether you use any public health ethics frameworks*
 - ii. Describe your ethics committee. This may include how and when the committee was stood up, who is on the committee and how they were selected, how ethics issues are identified for the committee to deliberate, how the committee is trained in or practices ethical deliberation, and any other relevant details.*
 - iii. Proposed public health ethics issue. Please describe the public health ethics issue that the case study will be written around*
- b. On the narrative page, please include the following information:**
 - i. Name of Local Health Department*
 - ii. Name and contact information for the primary point of contact*

SUBMISSION INSTRUCTIONS

Applications should use single-spaced, Times New Roman, 12-point font, with 1" margins. The total submission should be no more than 2 pages.

Applicants should:

- Review the requirements and expectations outlined in this RFA.
- Read NACCHO's standard contract and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected consultants must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
- Applications should be emailed to aedmiston@naccho.org by 11:59PM PT on Friday, December 2, 2022. Submissions after this deadline will not be considered.
- All applicants will be notified of their status by Friday, December 7, 2022. All questions may be directed to Ashley Edmiston at aedmiston@naccho.org

Funding and Disclaimer Notices:

This project is supported by a grant from the Centers for Disease Control and Prevention (RFA- 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.