



REQUEST FOR PROPOSALS

Issue Date: (November 25, 2024)

Revised: December 12, 2024

Consultant to support creation of low-barrier grant application

Small Businesses and Minority Business Enterprises are

Encouraged to Respond to this Solicitation

EEO/AA. APHA is strongly and actively committed to diversity in its workplace.

The Equal Opportunity Clause required under Executive Order 11246, the affirmative action clause for disabled workers, set forth in 41 CFR 60-741.5, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this purchase order. By submitting a Proposal, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8.

The parties hereby incorporate the requirements of the Notification of Employee Rights Under Federal Labor Laws; Final Rule, 29CFR Part 471, Appendix A to Subpart A, if applicable.

INFORMATION SUMMARY SHEET

**American Public Health Association
Invitation for Proposals**

Collaborative Strategic Planning Process

RFP Issue Date: November 25, 2024

RFP Issuing Office: APHA Center for Public Health Policy

Contract Monitor: Kate Robb
APHA Center for Public Health Policy
800 I Street N.W.
Washington D.C. 20001
202-777-2416
202-777-2534 (FAX)
Kate.Robb@apha.org

Proposals are to be sent to: Kate.Robb@apha.org

Proposal Submission Date and Time: December 16, 2024, by 5 pm EST

SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

1.1.1 APHA is issuing this Request for Proposals to seek a consultant who will support the development of a low-barrier grant application that can be shared across multiple partners to support community-based organizations. It is our intention to obtain services, as specified in this Request for Proposals, through a Contract between the successful Offeror and APHA. We intend to make a single award as a result of this RFP.

1.1.2 Offerors, either directly or through their sub-contractors, must be able to provide all services and meet all of the requirements requested in this solicitation.

1.2 Abbreviations and Definitions

For purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

APHA - American Public Health Association

Offeror – An entity that submits a proposal(s) in response to this RFP.

Contract – The Contract awarded to the successful Offeror pursuant to this RFP. The Contract will be in the form of Attachment A and other applicable attachments.

Contract Monitor (CM) – The representative for this project that is primarily responsible for Contract administration functions, including issuing written direction, contract modification, invoice approval, compliance with terms and conditions, monitoring this project to ensure compliance with the terms and conditions of the Contract and in achieving on budget/on time/within scope completion of the project.

Contractor – The selected Offeror that is awarded a Contract by the APHA.

Normal Business Hours - Normal business hours are 9:00 a.m. – 5:00 p.m. Monday through Friday except for federal holidays.

RFP – Request for Proposal(s)

1.3 Contract Type

The Contract(s) resulting from this RFP shall be a fixed price.

1.4 Contract Duration

The Contract resulting from this RFP shall be for a period of 4 months beginning on or about January 13, 2025 and April 11, 2025. The Contractor shall provide services upon receipt of a Notice to Proceed from the Contract Monitor.

1.5 Contract Monitor

The Contract Monitor is:

Kate Robb
American Public Health Association
APHA Center for Public Health Policy
800 I Street N.W.
Washington, D.C. 20001
Phone Number: 202-777-2416
Fax Number: 202-777-2534
Email: Kate.Robb@apha.org

APHA may change the Contract Monitor at any time by written notice.

Written questions from prospective Bidders will be accepted by the Contract Monitor. Questions can be emailed to Kate.Robb@apha.org and should be submitted in a timely manner prior to the bid due date.

1.6 Proposals Due (Closing) Date

The Proposals must be received by the Contract Monitor no later than **December 16, 2024 by 5 pm EST** in order to be considered.

Requests for extension of this time or date will not be granted. Proposals received after the due time/date, **December 16, 2024 by 5 pm EST** will not be considered.

Proposals may be modified or withdrawn by written notice received by the Contract Monitor before the time and date set for the opening.

Proposals may be submitted by email to Kate.Robb@apha.org.

1.7 Duration of Offer

Proposals submitted in response to this RFP are irrevocable for 120 days following the closing date of the Proposals. This period may be extended at the Contract Monitor's request only with the Offeror's written agreement.

1.8 Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for Proposals, addenda will be provided to all prospective Offerors who were sent this RFP or otherwise are known by the Contract Monitor to have obtained this RFP. Addenda made after the due date for Proposals will be sent only to those Offerors who submitted a timely proposal.

Acknowledgment of the receipt of all addenda to this RFP issued before the proposal due date must accompany the proposal in the Transmittal Letter accompanying the Proposal. Acknowledgement of the receipt of addenda to the RFP issued after the proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of addenda does not relieve the Offeror from complying with its terms, additions, deletions or corrections.

1.9 Cancellations

APHA reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP.

1.10 Incurred Expenses

APHA will not be responsible for any costs incurred by any Offeror in preparing and submitting a proposal or in performing any other activities relative to this solicitation.

1.11 Offeror Responsibilities

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposal must be included in the proposal. Identification of subcontractor(s) shall not relieve the selected Offeror of responsibility for all products and services required by this RFP.

1.12 Mandatory Contractual Terms

By submitting a Proposal in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract, attached herein as Attachment A. Any exceptions to this RFP or the Contract or other attachments must be raised prior to proposal submission. Changes to the solicitation or Contract made by the Offeror may be a factor in APHA's evaluation and could result in proposal rejection.

1.13 Federal Funding Acknowledgement

This Contract does contain federal funds. If contained, the source of these federal funds is: *Centers for Disease Control and Prevention*. The CFDA number is: CDC-RFA-PW24-0080. Acceptance of this agreement indicates your intent to comply with all conditions, which are part of this agreement.

SECTION 2 – SCOPE OF WORK

2.1 Purpose

APHA is issuing this solicitation for the purposes outlined in Section 1.1 of this RFP.

2.2 Offeror Minimum Qualifications

Offerors must provide proof with their Proposal that the following minimum qualifications have been met:

A. Certification of Eligibility – A certificate is to be included in the proposal for each firm stating that: "The firm is not ineligible to receive award of a contract due to the firm's inclusion on any Federal or District of Columbia lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or state funds." This statement should be written on your firm's letterhead and should be signed by an officer of the firm.

2.3 Scope of Work – Requirements

The [National Council for Environmental Health & Equity](#), also known as the EH Council, protects the public's health by coordinating and leveraging their collective power to advance health equity and elevate the value of environmental health. Comprised of more than 25 organizations with representatives from national environmental and public health associations, the nonprofit sector, academia, philanthropic foundations and more, the EH Council builds upon its core values of environmental justice and structural and systems change, credibility, collaboration and commitment to improve environmental health. The American Public Health Association convenes and serves on the EH Council.

Building on the foundation of a previously funded four-year environmental justice (EJ) mini-grant cohort started in 2020, the EH Council intends to support community-based organizations in addressing environmental injustices through financial awards and capacity building. Several of the EH Council members have provided or currently provide funding to support community-driven efforts toward health equity and environmental justice and are seeking to ease the burden of applying to multiple, individual grant opportunities for community-based partners. As such, APHA is seeking a consultant to assist with the pre-award phase of the grantmaking process to allow for a more equitable, low-barrier funding mechanism.

The confirmed funding for this new cohort is funded through a cooperative agreement between the Centers for Disease Control and Prevention's National Center for Environmental Health /Agency for Toxic Substances and Disease Registry and the American Public Health Association. However, there may be additional funding sources or opportunities from EH Council members involved in order to support more community-based organizations working to advance environmental justice.

More specifically, the consultant shall:

- Conduct a landscape scan of best practices related to building an equitable, low-burden grant application that can be shared among the partners of the EH Council. As a result of this scan, a recommendations report will be produced.
- Work with APHA and CDC/ATSDR staff to convene an Advisory Board comprised of EH Council members up to three times to discuss the recommendations report and draft of grant application.
- Work with APHA staff, CDC/ATSDR staff, and the Advisory Board to finalize the grant application and associated application selection rubric/process, with the intention to launch the grant application by April 1, 2025. As a result of this work, the consultant shall: assess and identify an online RFP platform, build the RFP submission form, develop the RFP evaluation template or rubric, as well as create a process for grant application review.

Though the meetings have not been scheduled for the Advisory Board, the intention is to host the three meetings during the first quarter of 2025. APHA will schedule the Advisory Board virtual meetings using Zoom and assist with all logistical components of the virtual meetings.

APHA seeks a consultant with the following qualifications:

- Experience or deep understanding of equitable grantmaking, particularly from a community-based organization perspective
- Experience in bringing professionals together around a common agenda to support equity and justice work on a local level
- Understanding of environmental health, health equity and environmental justice
- Understanding of federal funding parameters and how it may apply to a grants program

2.4 Invoicing

General

- (a) All invoices for services shall be signed by the Contractor and submitted to the Contract Monitor, identified in the Information Summary Sheet, and include the following information:
- Contractor name,
 - Remittance address,
 - Federal taxpayer identification number (or if sole proprietorship individual's social security number),
 - Invoice period,
 - Invoice date,
 - Invoice number,
 - Contract number,
 - Dunn and Brad number,
 - Goods or services provided/progress made,
 - Cost vs. budget line item with variances explained,
 - Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

- (b) APHA reserves the right to reduce or withhold Contract payment in the event the contractor does not provide all required deliverables within the time frame specified in the Contract or in the event that the contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract.
- (c) Contractor shall have a process for resolving billing errors.

2.7 Award Conditions

Contractors who are submitting an Offer that will be funded through a **federal grant award** to APHA must sign the Federal Fund Requirements and Certifications document after the award has been made.

SECTION 3 – PROPOSAL FORMAT

3.1 Submission

Offerors shall submit Proposals, all minimum qualification documentation as an attachment to an email to Kate.Robb@apha.org.

3.2 Labeling

The proposal shall bear the RFP title, name and address of the Offeror and closing date and time for receipt of the Proposals.

3.3 Proposal Components

Offerors shall submit proposals in separate sections:

Section I - TECHNICAL PROPOSAL

Section II - FINANCIAL PROPOSAL

3.4 Section I – Technical Proposal

- A. Cover letter from** a principal of the consulting firm, providing summary of proposed solution of the project, along with primary contact information (phone number and email address).

- B. Project Team Description** including qualifications, relevant experience, and contact information for each team member. Please identify the project manager, key personnel, and any sub-consultants, and include an organizational chart of the project team, if available. If team of consultants, explain how team may have previously worked together.

- C. Detailed Summary of Experience** with a background summary of the firm, including a description of the firm’s specialized experience and technical competence related to the type of work described in this RFP. Possible elements can include methods, approximate geographic size, project’s beginning and end dates, explanations of significant delays, and lessons learned. A list of at least three relevant projects and associated references including name, address, and phone number of a person familiar with the project and available to respond to a phone call.

- D. Proposed Scope of Work** providing sufficiently detailed information of project methods and discussion of their approach so that the respondent’s competence and ability to provide the required deliverables of task and products is clearly demonstrated. The narrative should include a detailed description of the firm’s vision for the activities, including: 1. Implemented strategic plan; 2. Sample curricula; 3. Expected deliverables and/or skills that participants will gain by attending.

- E. References** A list of at least three relevant projects and associated references including name, address, and phone number of a person familiar with the project and available to respond to a phone call.

3.5 Section II - Financial Proposal

The Contractor shall submit a copy of the Financial Proposal. The Financial Proposal shall contain all price information in the format specified in Attachment A. Complete the price sheets only as provided in the Financial Proposal Instructions

SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

4.1 Evaluation Criteria and Selection Procedure

A consultant selection committee consisting of representatives from APHA staff and CDC partners will evaluate and rank each proposal based on the following criteria:

- A. Approach and project understanding (35%)
- B. Professional qualifications and experience with similar work (35%)
- C. Competitiveness of Pricing (15%)
- D. Ability to perform within schedule and budget, including records of past performance (15%)

We highly encourage organizations led by people of color (e.g., African American, Black, Latino, Asian), Native and Indigenous, LGBTQ, low-wealth or working class, people with disabilities, people who speak English as second language, and/or other with marginalized identities to apply.

Negotiations for award of the contract will be to the firm that best meets the evaluation criteria. APHA reserves the right to reject all proposals. APHA reserves the right to negotiate cost and scope elements with the leading firm.

ATTACHMENTS

ATTACHMENT A –PROPOSAL PRICING INSTRUCTIONS AND PROPOSAL FINANCIAL PAGE
Proposal forms must be completed and submitted with the proposal.

ATTACHMENT A – PROPOSAL PRICING INSTRUCTIONS AND FINANCIAL PROPOSAL PAGE

FINANCIAL INSTRUCTION PAGE

Instructions

In order to assist Offerors in the preparation of their financial proposal and to comply with the requirements of this solicitation, Financial Instructions and a Financial Proposal Page have been prepared. Offerors shall submit their financial proposal on the page in accordance with the instructions on the page and as specified herein. Do

not alter the page or the financial proposal page shall be rejected. The Financial Proposal Page is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to all proposed prices.

The Financial Proposal page is used to calculate the Offeror's TOTAL PRICE PROPOSED. Follow instructions carefully when completing your pricing page.

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the APHA will pay for the specific item or service identified in this RFP and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, i.e. .344 shall be 34 and .345 shall be 35.
- D) Any goods or services required through this RFP and proffered by the Bidder at **No Cost to the APHA** must be clearly entered as \$0.00 in either the Unit Price and, if appropriate, the Extended Price.
- E) Every blank in the financial proposal page shall be filled in.
- F) Except as instructed on the Page, nothing shall be entered on the financial proposal that alters or proposes conditions or contingencies on the prices.
- G) It is imperative that the prices included on the Financial Proposal have been entered correctly and calculated accurately by the Offeror and that the respective total prices agree with the entries on the Financial Proposal Page.
- H) Bidders should delineate cost of overhead and profit in percentage terms.

FINANCIAL PROPOSAL PAGE- Attachment A (cont.)

Bidders/Offerors should enter their bid information on this page. Additional pages may be added if needed.

Activity	Brief Description	Cost/Rate

Total Cost

Company Name:	
Company Address:	
Location(s) from which services will be performed (City/State):	
FEIN:	
Telephone:	
Fax:	
E-mail:	

Addendum

1st Request for Proposals Amendment 12/12/2024

This amendment to the Request for Proposals (RFP) originally dated November 25, 2024 is made this 12th day of December, 2024. The following amendments include:

2.3 Scope of Work- Requirements

Additional historical context:

In 2020, APHA worked with members of the National Environmental Health Partnership Council (NEHPC), to create a mini-grants program to support community-based organizations working on a local level to advance environmental justice. A workgroup of the NEHPC advised the creation of the RFA and served as reviewers of the applications received (received 50 in total). Upon scoring and discussion of the top ten applicants to the RFA, three community-based organizations received \$10,000 mini-grants. This [mini-grants program](#) was funded by the U.S. Centers for Disease Control and Prevention. Additional funding opportunities were shared with applicants who didn't receive initial funding.

Section 3- Proposal Format

3.4 Section I – Technical Proposal

D. Proposed Scope of Work providing sufficiently detailed information of project methods and discussion of their approach so that the respondent's competence and ability to provide the required deliverables of task and products is clearly demonstrated.

All other terms and conditions not indicated in this amendment remain the same as in the original RFP.