

Request for Proposals (RFP): Development of a State or Regional Environmental Health System Meeting

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Proposal Due Date: 1/20/20

Submit to: Sarah Wright (Sarah.Wright@aphl.org), Manager, Environmental Laboratories

The project contemplated in this RFP is supported by Cooperative Agreement #NU60OE000103 from the Centers for Disease Control and Prevention. The RFP contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC. The entire \$7,500 available to each winning applicant under this RFP comes from federal funds awarded from CDC to APHL under this Cooperative Agreement.

CONTENTS

Introduction	3
Scope of Work	3
Funding Support	4
Project Requirements	4
Application requirements.....	5
Meeting Description	5
Meeting Specific Details	5
Evaluation	6
Budget and Justification	6
Deadlines.....	6
Application Deadline	6
Project Deadline	6
Evaluation and Post-Evaluation	7
Evaluation Team.....	7
Evaluation Criteria.....	7
Evaluation Process	7
Post Evaluation Procedures	7
Conditions of Award Acceptance	8
Request for Clarification and Contact Information	8
Appendix A: RFP Evaluation/Scoring Criteria.....	9
Application Evaluation	9
Project description and submission	9
Project specific methodology.....	9
Program Evaluation/Timeline	9
In-kind support	9
Budget and Justification.....	9
Appendix B: Conflict of Interest Disclosure Form and Policy	10
Appendix C: APHL Fiduciary Responsibility and Conflict of Interest Policy	13
Policy Statement and Purpose.....	13
Individual Duty and Annual Disclosure	13
Procedure	13
Other Duties and Obligations	14

INTRODUCTION

The Association of Public Health Laboratories (APHL), with funding support from the Centers for Disease Control and Prevention (CDC) Environmental Health Science and Practice (EHSP) division, is pleased to offer funds to one or more public health, environmental, agricultural, or other public health-associated laboratories (PHL) that represent a city, county, region within a state, state, or multi-state region. The awardee will plan and host one or more meetings of the environmental health system in the specified location identified by the PHL. The meeting(s) will focus on:

- **GOAL 1:** Strengthening/building relationships between environmental health laboratory scientist, epidemiologists, toxicologists, emergency response personnel et al.;
- **GOAL 2:** Improving the environmental health system by facilitating communication between both the environmental health professional disciplines and the jurisdictions involved in an environmental health issue;
- **GOAL 3:** Addressing, or advancing an issue within the specified area to provide context for strengthening the environmental health system.

The meeting(s) should help entities within the environmental health system to better meet community environmental health needs, focused on topics such as, but not limited to, contaminants of emerging concern, private well water, and emergency response. APHL will provide \$7,500 of funding per selected applicant to conduct one or more meetings. This funding will be paid to a selected applicant in the form of a sub-award.

SCOPE OF WORK

Each selected applicant will have to conclude the meeting (or complete the series of meetings) by close of business on Friday, June 19, 2020. APHL anticipates that selected applicant(s) will focus the meeting on advancing/addressing an environmental health issue by building upon existing partnerships, or forging new avenues of communication with members of the environmental health system members in the applicant's jurisdiction. This may include legislators, community groups, non-laboratory scientists and more. APHL will expect each selected applicant to complete the following items in connection with the development and hosting of the environmental health systems meeting:

- Clearly state the environmental health issue you are working to address and why this meeting process is a good mechanism to advance or address this issue.
- Work with a professional facilitator throughout the meeting planning and execution process.
- Develop a timeline for planning and executing the meeting, with dates for key activities such as:
 - Developing and meeting with the planning committee
 - Working with the professional facilitator
 - Creating draft and final agendas
 - Determining logistics
 - Sending invitations
 - Pre-meeting preparation activities
 - Setting the meeting date
 - Post meeting follow-up activities

- o Other activities as appropriate
- Create and convene a multi-disciplinary planning committee that includes representation of necessary viewpoints to properly advance/address the identified environmental health issue, such as state and local environmental departments, health agencies, regional Agency for Toxic Substances and Disease Registry & EPA offices or federal agencies, community advocacy groups and others. The Committee will:
 - o develop themes, goals and objectives for the meeting
 - o provide a draft agenda with an approximation of meeting length (recommended meeting length: one day to maximize participation)
 - o create an invitee list that is representative of the perspectives (i.e disciplines, organizations) needed to achieve the goal and objectives of the meeting
 - o follow and agreed- upon timeline of activities
- Provide an overview of logistical considerations for the meeting, such as the meeting location, any hotel accommodations and a point of contact for these logistical items.
- Provide a proposed, itemized budget with line item justification.
- Execute the proposed meeting.
- Evaluate and report on the meeting (see [Evaluation Section](#))
- Consider submitting an oral or poster session of the meeting outcomes for the 2021 APHL Annual Conference

FUNDING SUPPORT

APHL will provide \$7,500 sub-award to each selected applicant for payment of expenses related to the applicant's meeting(s). [APHL will determine the contract type at the time the awardee is selected.](#)

Each selected applicant must conclude its meeting(s) and prepare the final report that will be due to APHL by the end of the project period, which concludes on Friday, June 26, 2020.

APHL will not allow a selected applicant to use the funds provided to support a current staff member in whole or part, but it will allow an applicant to hire contractors or consultants to assist with the meeting(s), such as a professional facilitator. An applicant must describe all contractor or consultant activities in the [Budget and Justification](#).

PROJECT REQUIREMENTS

Each selected applicant will be required to complete the following activities during the project period:

- Complete all milestones as outlined in applicant's proposal. Applicants should work with a facilitator to develop the meeting and consult with APHL staff for recommendations or guidance as needed.
- Hold two check-in calls by two dates specified in your project timeline with the APHL project officer
- The final project report is due Friday, June 26, 2020 and must contain the following:

- o Description of all meeting topics, activities and follow-up activities
 - o Evaluation of the activities listed from your proposal, as outlined in the Evaluation Section.
 - o List of partnering agencies or organizations (if any) with a description of their role and impact on the meeting;
 - o Feedback from both the hosting institution and meeting attendees;
 - o Recommendations for other programs that may wish to host a similar meeting in their jurisdiction;
 - o Note whether the program would consider hosting a future meeting of this type and whether this type of meeting should be held on a regular basis in the future; and
 - o Note whether there were gaps in the overall meeting plan that had not been anticipated and, if so, how these gaps were addressed.
- All material changes to the project, milestones or budget must be submitted for approval before they are implemented; any changes not pre-approved could result in forfeiture of funding.
 - Consider submitting an oral or poster session of the meeting outcomes for the 2021 APHL Annual Conference.

PROPOSAL REQUIREMENTS

An applicant must adhere to the following outline in preparing the proposal. **The proposal should not exceed five double-spaced pages.** This page limit does not include supporting documentation (such as letters of support). To maximize the proposal strength, each applicant should verify that the proposal contains all elements listed in the scoring criterion provided in Appendix A: RFP Evaluation/Scoring Criteria.

MEETING DESCRIPTION (NOT TO EXCEED ONE PAGE)

Clearly state the issue that can be advanced/addressed through a city, county, region within a state, multi-state region, environmental health system meeting, your vision for this meeting, potential attendees and your expected outcomes. How will this meeting process be beneficial to advancing/addressing the issue?

MEETING SPECIFIC DETAILS (NOT TO EXCEED ONE PAGE)

Describe in detail how program staff, professional facilitator and planning committee will plan and carry out the meeting. Provide a detailed activity timeline, including developing and meeting with the planning committee, creating the agenda, determining logistics, sending invitations, working with the facilitator, pre-meeting activities, meeting, post-meeting follow-up activities, two check-in calls with APHL project officer, etc. Applicants are welcome to provide letters of support from lay or professional partners who support this meeting (applicants should attach these letters to the proposal in an appendix).

EVALUATION (NOT TO EXCEED ONE PAGE)

Describe how the meeting effectiveness and impact of the meeting will be measured and evaluated for the following three objectives.

- Strengthening/building relationships between environmental health laboratory scientists, epidemiologists, toxicologists, emergency response personnel, et al.;
- Improving the environmental health system by facilitating communication between environmental health professional disciplines and the jurisdictions involved in an environmental health issue; and
- Addressing or advancing an issue within the specified area to provide context for strengthening the environmental health system.

This should include how you know that the meeting goals were met and how that will help to “move the needle” in the three bullets listed above. Each selected applicant will have two check-in phone calls with the APHL project officer to discuss successful milestones based upon the proposed activity timeline. The final written report is due to APHL by close of business on Friday, June 26, 2020.

BUDGET AND JUSTIFICATION (NOT TO EXCEED ONE PAGE)

Up to **\$7,500** will be available for the awardee through an agreement made with APHL. The use of such funding must be detailed in the proposal with justification of why the funds are necessary. Costs must be broken down to show meeting costs. Applicants must list all in-kind services to be provided (including staff time and other resources provided by the public health laboratory or partnering organization).

DEADLINES

Proposal Deadline

Complete proposals must be submitted through email to Sarah Wright (sarah.wright@aphl.org), Environmental Laboratories Manager, by close of business Tuesday, January 21, 2020. APHL and CDC will review the proposals, and will send notifications to awardees no later than Thursday, January 30, 2020. APHL encourages applicants to check [Appendix A: RFP Evaluation/Scoring Criteria](#) to ensure that the applicant does not have points deducted from their evaluation score as a result of not providing complete information in one or more of the scoring areas.

***Note to applicants:** APHL is not responsible for lost or misdirected submissions. APHL will send an email to submitting applicants to confirm receipt of submission. If an applicant does not receive this confirmation within three days of submission, the applicant should contact Sarah Wright at 240.485.2730 to verify receipt of your proposal.*

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Project Deadline

APHL will expect that each selected applicant will complete each applicable milestone by the due date specified in the agreement APHL (see [Conditions of Award Acceptance](#) below). Each selected applicant will be required to submit a final report no later than close of business on Friday, June 26, 2020, as APHL will not grant an extension to this deadline.

PROPOSAL EVALUATION AND POST-EVALUATION

Evaluation Team

APHL staff, led by the Environmental Laboratories Manager, will conduct an initial review of all proposals for completeness. Incomplete proposals submitted by or after the due date may not be considered and may not receive a formal evaluation.

Complete proposals will be reviewed by a team of three to four individuals, each of whom will be a subject matter expert. Two of these individuals will be selected from CDC/National Center for Environmental Health (NCEH)-EHSP and the remaining one or two will be APHL staff.

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. This will 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 Exhibit B: Conflict of Interest Disclosure Form and Policy. APHL will not select reviewers with a perceived or potential conflict of interest. Once potential reviewers have been identified, APHL's Environmental Health Director will have final approval over the review team's composition. **Applicants need not fill out Exhibit B, unless instructed by APHL staff.**

Evaluation Criteria

Proposals will be evaluated based on the information provided in response to the Proposal Requirements above and will receive a numeric score of 100 maximum points based on the evaluation/scoring criteria in [Appendix A: RFP Evaluation/Scoring Criteria](#).

Evaluation Process

The entire review team will conduct via email communications between the evaluation team members or via teleconference. APHL's Environmental Laboratories Manager will coordinate the review process and APHL's Environmental Health Director will lead the evaluation sessions.

Post Evaluation Procedures

APHL staff will notify each selected applicant within ten business days of the completion of the evaluation process and APHL will post the name of the winning applicant(s) on its [procurement website](#) on the same day. Unsuccessful applicants will receive notification of these results by email within 30 days of the date the APHL post the names of the winning applicants.

All applicants will be entitled to use 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 applicant must enter into an agreement with APHL. The selected applicant must agree to comply with duties, services and expectations outlined in the Meeting Requirements section of this RFP.

REQUEST FOR CLARIFICATION AND CONTACT INFORMATION

Please email or call Sarah Wright, Environmental Laboratories Manager, at sarah.wright@aphl.org or 240.485.2730. APHL will work to respond to questions within two business days.

APPENDIX A: RFP EVALUATION/SCORING CRITERIA

Proposal Evaluation

The evaluation team will evaluate applications individually against the specific criteria listed below.

Project description and submission - (25 points)

Does the applicant's meeting description demonstrate an understanding of how their meeting relates to the scope of work as outlined in the RFP? Are all components of the RFP addressed? Did the submitter stay in the page limit?

Project specific methodology – (25 points)

Is the methodology given for the meeting plan appropriate? When collaborating with others, are roles clearly defined?

Program Evaluation/Timeline - (25 points)

Is there a plan for evaluating the effectiveness of the meeting, improving the environmental health systems and advancing/addressing an environmental health issue? Are the described evaluation metrics appropriate for their goals? Are the described milestones measurable and appropriate to gauge progress of the project progress? Is the meeting completion timeline of reasonable?

In-kind support – (10 points)

Does the described meeting have an adequate and reasonable allocation of program staff to carry out activities, including the number, qualifications, duties and responsibilities, and time allocation of the proposed staff?

Budget and Justification - (15 points)

Is the budget realistic and reasonable? Is there clear justification given for all budget line items? Is in-kind support included?

Please note: APHL may disqualify applications received from applicants who did not follow all instructions.

Suggestions for a successful Proposal:

- Do not submit a single spaced proposal
- Stay within the page limitations
- Develop a realistic budget
- Define who the partners or collaborators are
- Be specific when describing in-kind support

APPENDIX B: CONFLICT OF INTEREST DISCLOSURE FORM AND POLICY

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?

☐ 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, 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: _____

APPENDIX C: APHL FIDUCIARY RESPONSIBILITY AND CONFLICT OF INTEREST POLICY

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").

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.

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 insure 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.

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.