

## **Competitive Bid**

### ***Developing and Implementing MOUs between Public Health and Pharmacies for Pandemic Preparedness***

#### **I. Summary Information**

**Purpose:** The Association of State and Territorial Health Officials (ASTHO), in conjunction with the Centers for Disease Control and Prevention (CDC), will fund and support up to two (2) state health agencies (SHAs) to work towards implementation of a [template memorandum of understanding \(MOU\)](#) for pandemic preparedness planning and response.

**Proposal Due Date and Time:** November 7, 2016 at 5 PM Eastern Time

**Selection Announcement Date:** November 14, 2016

**Monetary Assistance Available to Awardees:** \$15,000

**Estimated Period of performance and final report date:** June 30, 2017 (the period of performance may be extended beyond this date, but is contingent upon funder approval).

**Eligibility:** All states and territories in good standing with ASTHO are eligible to apply.

**ASTHO Point of Contact:** Kim Martin, [kmartin@astho.org](mailto:kmartin@astho.org)

#### **II. Description of Competitive Bid**

##### **Background**

Pharmacies are playing an increasing role in routine vaccination delivery and can be important partners in pandemic influenza vaccine planning and response. In addition to providing an increased number of easily accessible vaccination sites to the general public, pharmacies have robust vaccine management and distribution systems which can be leveraged for pandemic response. Given the likelihood of another pandemic, it is essential that states begin to prepare and coordinate now for how to respond to the next event.

Since 2012, ASTHO and CDC have worked together to assess best practices for increasing coordination between public health and pharmacies during pandemic vaccination activities. As a result, a [template MOU](#) was developed, with input from both public health and pharmacy stakeholders, to assist in formalizing the specific responsibilities between state-level public health programs and pharmacies during pandemic vaccination planning and response activities. The model MOU uses the existing pharmacy infrastructure to assist in rapidly providing pandemic influenza vaccinations to the general public while allowing the SHAs to appropriately coordinate distribution, training, and documentation with pharmacies.

This past year, ASTHO developed a toolkit to assist State Health Agencies (SHAs) and share resources for successful execution of the MOU. ASTHO is now looking to build upon these efforts by having SHAs work to implement the [template MOU](#) within their state or territory.

##### **Project activities**

The selected sub-grantees will be responsible for completing the following projects:

- **Internal SHA Review of the MOU:** Review of the MOU by the state immunization program, preparedness program, state legal counsel, state health official and others as needed. Revise the template MOU as needed based on state laws and regulations.
- **Outreach:** In-person meetings with the state pharmacy association and/or other stakeholders, to engage and solicit interest among pharmacies in the state to work towards implementation of the MOU (in some cases states have found that subcontracting with a state pharmacy association has been helpful to engage interest among pharmacies).
- **Host a Meeting to Explain the MOU Rationale, Components, and Process:** Convene a meeting in coordination with interested stakeholders including board of pharmacy representatives, regional pharmacy stakeholders, legal representatives, and others as the state determines important, to meet and discuss implementation strategies. As a result of the meeting, it may be helpful to form a joint public health/pharmacy steering committee.
- **Follow up:** Hold in-person meetings and or calls with interested pharmacies to engage them in a discussion about the template MOU. This may be an opportunity to identify and respond to any potential concerns. Work with the SHA legal counsel to respond to any concerns regarding changes to the template MOU from the pharmacy perspective. Continue multiple calls as needed to work towards signature and implementation of the MOU.
- **Written Report:** Write a report of activities used to implement the MOU and helpful strategies that could be used by other states.

#### Technical Support

ASTHO is available to provide information to the grantee at no additional cost.

#### Funding

ASTHO intends to provide funding to support two (2) SHAs up to \$15,000 each to implement the template MOU. Project activities will include engaging interest among pharmacies, convening in-person meetings and follow up calls as needed to work towards implementation of the MOU.

#### Evaluators

Each proposal will be reviewed by a panel of ASTHO staff including the Senior Director of Immunization and Infectious Disease, Director of Immunization, Director of Infectious Disease Preparedness, and Analyst of Infectious Disease and Immunization.

### III. Requirements for Financial Award

#### Allowable Expenses

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this Competitive Bid 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 \$183,300).

#### Required Grant Activities to be Covered by Award

Project activities will include engaging interest among pharmacies, convening in-person meetings and follow up calls as needed to work towards implementation of the template Public Health and Pharmacies MOU. Travel for in-state meetings that occur as required by the grant must be covered out of grant funds.

### Period of Performance

Project duration will be from November 21, 2016 to June 30, 2017.

### Reporting Requirements

The selected SHAs will be required to participate on monthly calls submit a monthly progress report, and complete a final project report by June 30, 2017.

## IV. Required Proposal Content and Selection Criteria

Qualified applicants are invited to submit a proposal, which addresses the selection criteria from Parts I-8 below. Proposals may not exceed 6 pages in length, excluding CVs and budget, and should be single-spaced in 12 point font.

- **Part 1: Cover Letter from State Health Official (5 points):** Include the name of the lead programmatic contact person (name, address, e-mail, telephone number, and agency's DUNS number or CAGE Code).
- **Part 2: Cover Letter from the Grantee Fiscal Agent (5 points):** Include the name of the agency that will be the grantee fiscal agent specifying a contract (name, address, e-mail, telephone number).
- **Part 3: Proposed Approach (25 points):** Provide a brief outline of the approach and strategy to accomplishing the requested project activities as noted above. Detail a work plan which includes activities, timeline, goals, and milestones to achieve the deliverables and meet the project activities noted above. Provide a proposed number of public health/pharmacy MOUs that could reasonably be executed over the course of this grant.
- **Part 4: Prior Experience and Performance (20 points):** Describe experience and quality of performance on recent work completed with a similar scope. Include information about familiarity with and understanding of the topic and describe current partnerships with pharmacies. Describe the state level staff that will be working on this project and the existing relationships with pharmacy partners (e.g., community pharmacy chains or independent pharmacies; regional or national chains; coverage of geographic areas).
- **Part 5: Letter of Support (15 points):** Provide a letter of intent/support from the state pharmacy association.
- **Part 6: Organization Capacity (10 points):** Include information about the company and address ability and capacity to perform the services required within the specified timeframe. Describe health department staff that will be working on this project, their qualifications and provide a CV for key personnel/staff lead.
- **Part 8: Budget & Budget Narrative (20 points):** Provide a detailed cost reimbursement budget, including detailed projected costs for the completion of the project. Maximum award is \$15,000. Attachment A outlines the general format in which the budget should be presented. Applicants may use Attachment A as a template or simply as a guide to inform development of the project budget. A budget narrative must accompany the budget and indicate the costs associated with each proposed

activity. The cost reimbursement budget should include salary, fringe benefits, other direct costs, and indirect costs, as appropriate. If indirect costs are included on your budget, please provide a copy of your approved Indirect Cost Rate Agreement.

### ***Additional Selection Considerations***

Selection will also include consideration of diverse representation of state health agencies such as agency structure (i.e., centralizes versus decentralized), geography, and organizational structure within government.

## **V. Submission Information**

### **Application Procedure**

ASTHO must receive applications by 5:00pm EDT, November 7, 2016. Please submit an electronic copy of the application to Kim Martin at [kmartin@astho.org](mailto:kmartin@astho.org). Incomplete applications or applications received after the deadline will not be considered.

### **Applicant Questions and Guidance**

ASTHO will support interested applicants to offer guidance and address specific questions about the Competitive Bid. Interested parties may contact Kim Martin via e-mail at [kmartin@astho.org](mailto:kmartin@astho.org) via e-mail. Q&A will be posted regularly on the Competitive Bid page.

### **Disclaimer Notice:**

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