Competitive Bid Announcement

2022 – 2023 Overdose Data to Action (OD2A)

OD2A Health Equity Technical Assistance

I. Summary Information

Purpose: The Association of State and Territorial Health Officials (ASTHO), with support from the Centers for Disease Control and Prevention (CDC), is seeking the services of a highly qualified consultant to provide technical assistance to state, territorial, and/or local health agencies in building content knowledge and capacity around incorporating health equity into the overdose prevention and surveillance strategies to reduce overdose morbidity and mortality in all populations.

Proposal Due Date and Time: January 2, 2023 at 11:59 PM ET
Selection Announcement Date: January 9, 2023 by 5:00 PM ET
Maximum Funding Amount: Up to $125,000
Estimated Period of Performance: November 1, 2022 – May 31, 2023
Eligibility: All consultants in good standing with ASTHO are eligible to apply.
ASTHO’s Point of Contact: Alyssa Merski, amerski@astho.org

II. Description of Competitive Bid

Background:
Under the Overdose Data to Action (OD2A) cooperative agreement, CDC awarded funds to 47 states, Washington D.C, 16 localities, and two territories to increase the timeliness and comprehensiveness of overdose data and to use those data to inform public health response and prevention activities. The project’s purpose is to provide technical assistance and support to OD2A staff in jurisdictions that receive the OD2A funding.

ASTHO is providing support to OD2A staff to develop capacity around incorporating health equity into OD2A’s overdose prevention and surveillance strategies through the 4 activities outlined below.

Project 1: OD2A Workforce Development Program: Health Equity Track (up to $50,000)

The OD2A Workforce Development Program: Health Equity Track supports OD2A staff in building professional capacity to incorporate health equity into overdose prevention and surveillance efforts. The curriculum includes peer exchange with OD2A staff from other jurisdictions, group training, and technical assistance with health equity subject matter experts. The goal of these activities is to build content knowledge and capacity around incorporating
health equity into the OD2A strategies to reduce overdose morbidity and mortality in all populations.

This program will allow participants to intentionally focus on capacity-building at personal and organizational levels, with supportive health equity training, coaching, and peer interaction with OD2A colleagues. The program allows OD2A staff to intentionally invest in their professional capacity related to advancing health equity through public health efforts.

The consultant will provide support and technical assistance in the form of group training sessions and individualized technical assistance to up to six OD2A leaders from different jurisdictions to develop capacity around incorporating health equity into OD2A efforts.

**Project activities:**
The selected applicant(s) for project 1 will be responsible for completing the following activities:

In collaboration with ASTHO, the consultant will provide TA to health agencies with the objective of:

- Increase participants’ capacity to incorporate health equity considerations into the OD2A strategies through peer-to-peer interaction and exchanges.
- Strengthen participants’ professional networks to include fellow OD2A recipient jurisdiction staff working to incorporate health equity into their overdose prevention and surveillance strategies.
- Enhance considerations for health equity into current and future OD2A programs through professional development for OD2A staff.

The key tasks the consultant will undertake are listed below:

- Assist in the planning and facilitation of a kickoff call, which introduces the program purpose, goals, and expectations to the participants.
- Facilitate three virtual health equity trainings for program participants.
- Provide up to four hours of individualized technical assistance to program participants with a focus on reviewing relevant resources, recommending ways to advance equity, etc.
- Plan for and facilitate an in-person workshop convening, giving program participants the opportunity to strengthen relationships, engage with peers, and reflect upon key takeaways and applications of program work.
- Develop and disseminate informative materials to non-participating Overdose Data to Action recipients and CDC for broader use and application.

**Project 2: OD2A Jurisdictional Health Equity Technical Assistance (up to $50,000)**

ASTHO will coordinate with the consultant to provide jurisdictional technical assistance for up to 4 additional OD2A jurisdictions who are not participating in the workforce development program to increase their health agency’s capacity to incorporate considerations for health equity into overdose prevention and data surveillance systems.
Examples of technical assistance may include cultural competency trainings for health agency staff, developing state-specific health equity needs assessments, or training on best practices for engaging community members in overdose prevention efforts.

**Project activities:**
The selected applicant(s) for project 2 will be responsible for completing the following activities:

In collaboration with ASTHO, the consultant will provide jurisdictional TA to OD2A-funded health agencies with the objective of:

- Increasing the capacity of state, local, or territorial health agencies to create overdose surveillance and prevention programs that take health equity into account and improve health across all affected populations.

The key tasks the consultant will undertake are listed below:

- Assist in the development, planning, and execution of up to 4 technical assistance or trainings to increase health agency capacity to incorporate health equity considerations in a jurisdiction’s overdose prevention and surveillance efforts.
- Develop training materials for technical assistance and training to increase health agency capacity to incorporate health equity considerations in a jurisdiction’s overdose prevention and surveillance efforts.

**Project 3: OD2A Health Equity Needs Assessment Report (up to $10,000)**

In 2022, ASTHO partnered with CDC to develop and field an OD2A Health Equity Needs Assessment. This was a first-of-its-kind needs assessment designed to understand the current capacity of OD2A recipient jurisdictions to incorporate health equity considerations into their overdose prevention and surveillance strategies.

The consultant will review needs assessment results and analysis and give feedback for a report on the technical assistance needs of OD2A jurisdictions and actions necessary on the state- and local-level to increase the equity of their jurisdictions’ overdose response.

**Project activities:**
The selected applicant(s) for project 3 will be responsible for completing the following activities:

- Review OD2A Health Equity Needs Assessment data and analysis.
- Contribute to a report on overdose prevention health equity-related technical assistance needs for TA providers.
- Contribute to a report on actions needed on the state and local level to improve readiness to incorporate health equity into overdose prevention and surveillance programs.
Project 4: Health Equity Approaches to Address the Intersection of ACEs, Suicide and Overdose (up to $15,000)

The consultant opportunities are open to individuals or consulting agencies that are available to provide support between November 2022 - July 2023 and have the relevant health equity knowledge/experience, and preferably specific overdose-related content knowledge. Consultants may apply for individual projects or for each project listed.

ASTHO is seeking a consultant to provide support in organizing and illustrating information about populations disproportionately impacted by ACEs, suicide, and overdose. This consultant will help to identify and develop strategies that align health agencies' efforts to address health equity across the intersection of ACEs, suicide, and overdose. Finally, this consultant will help provide trainings that support programmatic staff in increasing health equity for ACEs, suicide, and overdose prevention.

Project activities:
The selected applicant(s) will be responsible for completing the following project activities:

In collaboration with ASTHO, the consultant will provide TA to health agencies with the objective of:

- Increase participants’ capacity to incorporate health equity considerations into the OD2A strategies through peer-to-peer interaction and exchanges.
- Strengthen participants’ professional networks to include fellow OD2A recipient jurisdiction staff working to incorporate health equity into their overdose prevention and surveillance strategies.
- Enhance considerations for health equity into current and future OD2A programs through professional development for OD2A staff.

The key tasks the consultant will undertake are listed below:

- Assist in the planning and facilitation of a kickoff call, which introduces the program purpose, goals, and expectations to the participants.
- Facilitate three virtual health equity trainings for program participants.
- Provide up to four hours of individualized technical assistance to program participants with a focus on reviewing relevant resources, recommending ways to advance equity, etc.
- Plan for and facilitate an in-person workshop convening, giving program participants the opportunity to strengthen relationships, engage with peers, and reflect upon key takeaways and applications of program work.
- Develop and disseminate informative materials to non-participating Overdose Data to Action recipients and CDC for broader use and application.
- Assist in the design and presentation of an OD2A Recipient Meeting presentation session.
- Provide targeted technical assistance to health agencies and input on a health equity needs assessment report.

Funding
A total award(s) of up to $125,000 will be made through a fixed priced agreement to complete the project(s).

Evaluators
Each proposal will be reviewed by a team of ASTHO staff using the selection criteria below.

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 $197,300).

Required Grant Activities to be Covered by Award

A detailed outline of tasks to be completed for each project can be found above in the project activities section.

Period of Performance:
The estimated period of performance for November 2022 to May 2023. These timelines are subject to change and are contingent upon the selection process for procuring the consultant(s) and participating states.

Reporting Requirements:
The consultant must demonstrate progress towards supporting health agency staff in incorporating health equity into their OD2A efforts through workforce development and collaborative peer exchange activities, ultimately improving their ability to respond to the opioid overdose crisis. Consultant will participate in monthly conference calls with ASTHO to report on project activities, submit progress and produce final deliverables by July 31, 2022.

IV. Selection Criteria

A. Resume/Cover Letter (10 points): Description of past relevant work experience. Cover letter must also include the name of the lead programmatic contact (name, title, mailing address, e-mail address, and telephone number). For grantee fiscal agent, include the name of the agency designated as the grantee fiscal agent and identify a contact person (name, title, mailing address, e-mail address, telephone number), and agency’s DUNS number or CAGE Code.

B. Completeness of Consultant Application (10 points): Candidate must complete all components of the consultant application on Qualtrics.

C. Health Equity Content Expertise (20 points): Candidate demonstrates appropriate subject matter expertise needed to execute the project.

D. Overdose Prevention Content Expertise (10 points): Candidate demonstrates appropriate subject matter expertise needed to execute the project.

D. Prior Experience and Performance (30 points): Candidate demonstrates sufficient experience and quality of performance on recent work completed with similar scope, in order to represent ASTHO well in interactions with state and territorial health
agency staff and other governmental, private sector, and/or non-profit stakeholders.

E. Project Management and Health Equity-related Skills (10 points): Candidate demonstrates the appropriate project management and health equity-related skills that are needed to carry out project(s).

F. Response to ASTHO Contract Terms and Conditions (10 points): ASTHO and selected applicant(s) will enter into a fixed price per deliverable contractual agreement. A copy of ASTHO’s contract Terms and Conditions is available here. Review the agreement’s terms and conditions—including provisions related to publications; acknowledgement of federal support; copyright interests; conference, meeting and seminar materials; and logo use for conference and other materials—with your organization’s contracts officer and confirm that if selected, you will enter into this agreement, or identify and include proposed edits for the specific term(s) you wish to change with your proposal/application. If you would like to propose edits for specific term(s) please suggest the edits you would like on the pdf document. You will upload the document through the Qualtrics application. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions. Significant proposed changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant.

V. Submission Information

Application Procedure:
ASTHO must receive applications in response to this Competitive Bid by January 2, 2023 at 11:59 PM Eastern Standard Time. Please submit the application via this questionnaire. Google Chrome is the recommended browser for completing this application. Incomplete applications or applications received after the deadline will not be considered. ASTHO will notify selected consultants by January 9, 2023 by 5:00 PM ET.

Applicant Questions and Guidance:
ASTHO will support interested applicants to offer guidance and address specific questions about the Competitive Bid. Interested parties may contact ASTHO staff via e-mail: amerski@astho.org

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):
Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Sub-recipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award (see prime award for additional information).

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.