COMPETITIVE BID

Proposals Due: Jan. 16, 2023

1. Summary Information

Purpose: The Association of State and Territorial Health Officials (ASTHO), in conjunction with the Department of Interior (DOI), is seeking the services of a highly qualified contractor to provide capacity building and technical assistance (CBTA) to the Government of Guam (GovGuam) and Department of Public Health and Social Services (DPHSS) in federal grants management and administrative business process improvement.

Proposal Announcement: Friday, Dec. 16, 2022
Proposal Due Date and Time: Monday, Jan. 16, 2023 at 11:59 p.m. ET
Selection Announcement Date: Friday, January 20, by 5 p.m. ET
Maximum Funding Amount: Up to $25,000
Estimated Period of Performance: Jan. 27 – July 31, 2023
Eligibility: All contractors eligible to receive federal funding, registered with the federal System for Award Management (SAM), and in good standing with ASTHO are eligible to apply.
ASTHO’s Point of Contact: Heidi Westermann, performanceimprovement@astho.org

2. Description of Competitive Bid

Background:
ASTHO is providing capacity building and technical assistance (CBTA) to the Government of Guam to analyze and improve its financial spenddown of federal funding. Less than efficient financial and administrative systems along with burdensome policies and processes create challenges and barriers to public health agencies in receiving, managing, and spending down federal funds. These challenges and delays - commonly found with contracting, recruitment/hiring, and procurement/purchasing – threaten a health agency’s ability to provide essential public health services that can advance the public’s understanding of the public health issue, scale-up prevention, make an immediate impact on population health, and save lives.

This is a government-wide business process improvement project that also builds on progress made with Guam DPHSS to strengthen management of federal grants and empower staff. The contractor will facilitate and support preparing participants for the project through training on Continuous Quality Improvement (CQI), facilitating the Cross-Agency Leadership Team (CALT), assessment of current performance, and mapping of new business processes and an implementation plan for improvement.
The contractor will provide capacity building and technical assistance to DPHSS, the Office of the Governor, Department of Administration, General Services Agency, Bureau of Budget Management and Research, and the Office of the Attorney General.

This contractor opportunity is open to individuals or consulting agencies that are available to provide support between January - July 2023 and have the relevant business process improvement knowledge/experience.

**Project Activities:**
In collaboration with ASTHO, the contractor will provide technical assistance to the Government of Guam for the Guam Interagency Business Process Improvement to Strengthen Administrative Capacity project. The contractor will facilitate and support an intensive process improvement project for cross-agency administrative processes with DPHSS, the Office of the Governor, Department of Administration, General Services Agency, Bureau of Budget Management and Research, and the Office of the Attorney General. Facilitation and support include virtual and onsite coaching, process mapping, developing continuous quality improvement champions within the agencies, designing and testing improvements, and identifying additional processes that are important to improve for administrative readiness. The contractor will also provide technical assistance for the complementary project to fully implement the DPHSS standardized processes and improvements to centralizing grants management function. The selected applicant(s) will be responsible for completing the following *project activities and deliverables*:

- Develop a project work plan for each project, in agreement with ASTHO, to provide direction and guidance throughout the project period. Work Plan will have clear objectives, milestones, and deliverables.
- Provide virtual coaching sessions to support quality improvement projects related to key administrative processes. Coaching will focus on individual competencies in continuous quality improvement, collecting data, identifying challenges, and testing strategies to support QI cycles and implementation plans.
- Work with ASTHO to include Boundary Spanning Leadership (BSL) concepts in business process improvement meetings and trainings with GovGuam agencies and/or Cross Agency Leadership Team (CALT) members.
- Provide introduction to quality improvement training to the CALT and project team members, for a common understanding of continuous quality improvement and terms among team members, and to prepare members to identify performance gaps (up to 4 hours).
- Working with the CALT and project team, assess current performance of cross agency administrative processes to identify improvement opportunities and determine scope of process improvement (up to 6 hours).
- Working with the CALT and project team, identify and gather specific process data to establish a baseline for performance monitoring (up to 5 hours).
- Continue refinement and improvements to standard operating procedures and training with DPHSS staff for centralized grants management function.
- Strengthen GovGuam staff understanding and application of performance measurement for improved processes including the use of data, performance scorecards, and identifying data-informed improvement opportunities.
• Draft implementation phase plan and document outcomes in a final report that includes activities completed, progress achieved, remaining activities or challenges, feedback on incorporation of BSL concepts, and recommendations for future focus.

Timeline

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Competitive bid released</td>
<td>Dec. 16, 2022</td>
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<tr>
<td>Bids and proposals due</td>
<td>Jan. 16, 2023</td>
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<tr>
<td>Contract activities begin</td>
<td>Jan. 27, 2023</td>
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<td>Project workplan due</td>
<td>Jan. 31, 2023</td>
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<td>Provide QI training</td>
<td>by Mar. 31, 2023</td>
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<td>Identify improvement opportunities and define scope</td>
<td>by Apr. 28, 2023</td>
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<td>Gather data, test improvements, and refine DPHSS SOPs</td>
<td>by May. 31, 2023</td>
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<td>Ongoing capacity building coaching sessions</td>
<td>through July 2023</td>
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<tr>
<td>Draft implementation plan and document outcomes in final report</td>
<td>by July 31, 2023</td>
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Inclusion of Health Equity

ASTHO is committed to the promotion of health equity and the elimination of health inequities. Health inequities are reflected by disproportionately high rates of disease, premature death, and a lower quality of life. Health inequities are avoidable and state, federal, and locally funded activities play a key role in helping to solve this problem. Applicants are encouraged to address health inequities within the context of the proposed activities.

Funding

A total award of up to $25,000 will be made through a fixed priced agreement to complete all activities. ASTHO intends to award up to one (1) contractor a grant to complete the activities described above.

Evaluators

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

3. Requirements for Financial Award

Allowable Expenses

Funds may not be used for equipment purchases. Per Federal 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 $203,700).

Required Grant Activities to be Covered by Award

Project activities will include but are not limited to facilitating individual technical assistance and planning calls to help coordinate a cross agency team of program staff, grants, and contracting staff, agency leaders, and key stakeholders; identify problem areas and challenges that impede efficient spenddown; co-facilitating 3-4-day on-site and/or virtual workshops. A detailed outline of tasks to be completed can be found above in the project activities section.

Period of Performance:
The estimated period of performance for January to July 2023. These timelines are subject to change and are contingent upon the selection process for procuring the contractor.

**Reporting Requirements**

The contractor must demonstrate progress towards supporting GovGuam in improving grants management and application of performance measurement. Contractor will participate in monthly virtual calls with ASTHO to report on project activities, submit progress and produce final deliverables by July 31, 2023.

**4. Required Proposal Content and Selection Criteria**

A proposal can be submitted in a Word or PDF file with components A, F, G, and H included in the cover letter/CV and components B, C, D, and E in a narrative and list format of no more than 10 pages.

**A. Resume/Cover Letter (10 points):** High-level description of past relevant work experience and interest in this project. 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. Note the response to items F and H. Provide a CV for key personnel/staff lead and references as noted in item I.

**B. Proposed approach (20 points):** Provide a brief outline of the approach and strategy to accomplishing the requested project activities. Detail a work plan which includes activities, timeline, goals, and milestones to achieve the deliverables and meet the expectations noted above. Account for meetings in both Eastern Time and Chamorro Standard Time (ChST is GMT+10, EDT +14).

**C. 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 territorial health agency staff and other governmental, private sector, and/or non-profit stakeholders.

**D. Organizational/Individual Capacity (10 points):** Include information about the company/individual and address the ability and capacity to perform the services required within the specified timeframe. Describe staff qualifications and rate experience level on a scale of 1-5 with 0 representing no experience and 5 representing expert experience:

   a. Facilitation
   b. Organizational Change and Change Management
   c. Grants Management
   d. Project management
   e. Quality Improvement cycles
   f. Process mapping

**E. Budget and Budget Narrative (10 points):** Please provide a detailed fixed price per deliverable budget, including detailed projected costs for the completion of activities in the proposal. The fixed-price budget should include a cost breakdown per task and a proposed
payment schedule. If an applicant includes an indirect cost rate of >10% in their budget, they should be prepared to submit a federally approved indirect cost rate letter upon award. The maximum award is up to $25,000. ASTHO Contract Budget Template (Attachment A) outlines the general format for a detailed budget. Applicants may use Attachment A as a template or simply as a guide to inform the development of the project budget. A budget narrative (see the tab in the template) must accompany the budget and indicate the costs associated with each proposed activity.

F. Response to ASTHO Contract Terms and Conditions (5 points): ASTHO and a selected applicant will enter into a fixed price per deliverable contractual agreement. A copy of ASTHO contract Terms and Conditions is available in Attachment B. 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.

G. Status as Women-, Minority-, Disadvantaged-, Veteran-Owned, and/or Small Business (5 points): Consideration will be given to applicants who demonstrate successful work with historically underserved and underrepresented entities (minority-, women-, disadvantaged-, and veteran-owned businesses or “MWDVBEs” and black, indigenous, people of color or “BIPOC”) in addressing health disparities. Bidders who classify as or partner with these businesses may be strongly considered.

H. References and Examples (10 points): Attach at least two examples of recent (within the last five years) work completed in similar scope and two references we may contact.

5. Submission Information

Application Procedure:
ASTHO must receive applications in response to this competitive bid by 11:59 p.m. ET on Monday, Jan. 16, 2023. Please submit an electronic copy of the application to ASTHO staff via e-mail at hwestermann@astho.org and performanceimprovement@astho.org. Incomplete applications or applications received after the deadline will not be considered. ASTHO will notify selected contractors by Friday, Jan. 20, 2023.

Applicant Questions and Guidance:
ASTHO will offer guidance and address specific questions about the competitive bid from potential applicants. Interested parties may contact ASTHO staff via e-mail at hwestermann@astho.org and performanceimprovement@astho.org.
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.