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# Request for Quote Supplement

## Overdose Response Strategy: Artificial Intelligence Training Workshop Series

Date Issued: February 12, 2025

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This Supplement revises the Request for Quote (RFQ) for the Overdose Response Strategy: Artificial Intelligence Training Workshop Series Consultant issued on 1/30/2025 and addresses questions submitted during the inquiry period from 1/30/25 – 2/10/25.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding.

*Please note that only communication received in writing from the RFQ Contact on behalf of the CDC Foundation shall serve to supplement, amend, or alter in any way, this RFQ released by the CDC Foundation. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFQ.*

## Questions and Answers

**Q1.** Are there any preferred AI tools or platforms that should be incorporated into the training?

- The training should cover the basic operation of at least two publicly accessible generative AI tools, ChatGPT and Claude, given their extensive resources, widespread adoption, and strong industry support. Additionally, the training could introduce other AI tools and platforms suited for specific use cases. For example, Perplexity AI –for its research capabilities and sourcing transparency.

**Q2.** Can you clarify the AI proficiency level expected among ORS team members before the training?

- The trainings should be designed with the assumption that ORS team members have no prior AI experience, meaning content should be accessible to complete beginners. The initial session should focus on fundamental AI concepts, ethical considerations, and hands-on practice with basic prompting techniques to ensure that everyone gains a working understanding of AI tools. To accommodate more experienced participants, the 2nd and 3rd training modules are where we want to introduce more advanced techniques and use cases.

**Q3.** Are there specific use cases or datasets that should be included in the workshops?

- The workshops should include practical, real-world use cases that align with the daily responsibilities of ORS team members and incorporate AI usage into overdose response efforts. Some example use cases we thought would be good to highlight include:
  - i. Communication Support – Using AI to assist teams in drafting and refining reports and briefing materials, enhancing clarity, conciseness, and tone for improved effectiveness.

- ii. Summarizing and Interpreting Reports & Research – Using AI to extract key findings from public health and public safety reports/bulletins, policy documents, and scientific papers, making information more digestible.
  - iii. Working with publicly available/open source data and basic analysis – using AI as a ‘capable assistant’ that can help with structuring and formatting data, identifying trends, and creating visual representations of key insights.
  - iv. AI-Assisted Meeting Notes & Action Items – Leveraging AI tools for summarizing meeting transcripts into meeting minutes documents with actionable follow-ups.
- While these are strong starting points, we also want the expert leading the training to introduce additional relevant use cases based on an understanding of the tasks and challenges our public health and public safety teams face. The bi-weekly meetings with the ORS national team can be used to give the expert leading the training this understanding of the tasks and challenges our teams face. Additionally, a key outcome of the training is to equip ORS teams with the skills to identify and develop their own AI use cases through hands-on learning, ensuring they can continue to adapt and integrate AI effectively in their work over time.

**Q4.** Will the virtual workshops be live sessions or pre-recorded modules?

- Virtual workshops will be live sessions.

**Q5.** What is the expected duration of each workshop?

- We have 90 minutes blocked off for each virtual workshop.

**Q6.** How many participants are anticipated for both the virtual workshops and the in-person roundtable session?

- Virtual Workshops: Approximately 30-50 attendees in each workshop
- Roundtable Session: Approximately 15-20 people

**Q7.** Is there a preferred format for the training materials (e.g., PDFs, interactive slides, toolkits)?

- There’s no strict preference, but PDFs are often the most practical format for accessibility and easy reference.

**Q8.** Are the bi-weekly meetings intended to be held virtually or in-person? And what is the proposed duration?

- Bi-weekly meetings would be virtual. We typically start with bi-weekly one hour check-ins, but will adjust as needed to monthly check-ins, or decrease to 30 minutes.

**Q9.** The three Training Virtual Workshop will be done before Annual ORS National Conference or after the Annual ORS National Conference?

- We anticipate that there would be one virtual workshop before the ORS National Conference, and the other two would be after the ORS National Conference.

**Q10.** What are the expectations for the subject matter expert at the in-person ORS National Conference?

- Host a roundtable discussion and/or a breakout session on incorporating AI into overdose response efforts.

**Q11.** Will there be additional engagement opportunities outside the roundtable session?

- Yes.

**Q12.** Are there specific travel reimbursement policies, or should costs be included in the budget?

- Travel costs should be included in the budget.

**Q13.** Can subcontractors include indirect costs in the budget (e.g., administrative support, software licenses)?

- Yes, subcontractors can include indirect costs in the budget.

**Q14.** Will payments be made in milestones or lump sums?

- We can accommodate either or, but typically follow a milestone payment schedule.

**Q15.** What are the invoicing and reimbursement processes?

- Subcontractors will submit invoices to CDC Foundation using a provided template. From there, our CDC Foundation team will route the payment to the vendor directly using the payment information provided by the vendor.

**Q16.** Are there any preferred qualifications or past project experiences that will strengthen the bid?

- Preferred qualifications can be found on page 4 of the RFQ.

**Q17.** What factors have contributed to the selection of past contractors for similar projects?

- Full selection criteria are outlined on page 6. Vendors for most previous projects were selected based on:
  - i. Demonstrated experience in creating training materials/workshops related to AI ethics and implementation, working with public health and safety sectors, and providing AI solutions tailored to overdose response.
  - ii. A well-articulated proposal narrative, clear implementation timeline, and strong subject matter expertise supported by past work examples.
  - iii. Reasonable cost structure aligned with the proposed approach.
  - iv. Properly documented organizational details and a clear expression of interest.

**Q18.** How competitive is this opportunity in terms of expected proposals received?

- We are unsure of the exact number of proposals we will receive, however, there will be a structured selection process, and we anticipate a competitive pool of applicants.

**Q19.** Are there specific compliance or security requirements for AI-related data handling?

- We will share the CDC Foundation policy on AI with the chosen vendor.

**Q20.** Will there be a data-sharing agreement required to access ORS datasets for training exercises?

- No, a data-sharing agreement is not required, as we do not own the datasets used by ORS teams.

**Q21.** Are there any reporting templates or formats that must be followed for narrative and financial reports?

- Yes, these templates will be shared with the chosen vendor.

**Q22.** How will the effectiveness of the training be measured?

- We do not plan to formally evaluate the effectiveness of the training series under this contract.

**Q23.** Will post-training support be required, such as follow-up Q&A sessions or resource updates?

- This would be dependent on the vendors availability and their willingness to do so, but there could potentially be an opportunity to provide support to ORS teams on an ad hoc basis.

**Q24.** What are the next steps after contract selection?

- Once a vendor has been selected, we will work with the chosen vendor to finalize a contract, and conduct a pre-award risk assessment. Following that, the vendor will participate in bi-weekly meetings with the ORS contract team and begin developing trainings for AI Workshop Series.