



Request for Proposals

Emergency Response Project Management

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Due Date: September 6, 2024

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1. CDC FOUNDATION

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.9 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 160 countries last year.

2. PURPOSE

The CDC Foundation seeks Emergency Response Project Management services to support the organization in updating processes, procedures, and plans related to emergency response operations. The Emergency Response Project Manager will support programmatic leadership to:

1. Increase CDC Foundation's readiness to respond to future public health emergencies
2. Strengthen CDC Foundation's ability to effectively and efficiently support CDC during an active response
3. Pilot and evaluate organizational tools for emergency response
4. Provide technical assistance and support to program staff managing projects focused on emergency preparedness and response
5. Document lessons learned and recommendations for emergency response program management

3. BACKGROUND

Following the events of September 11, 2001, and the anthrax attacks, the CDC Foundation established an emergency response function to support CDC with flexibility and access to immediate resources. Federal dollars, even during emergencies, are tied to restrictions and purchasing procedures that can limit CDC's ability to act quickly. During an emergency, CDC Foundation works with CDC to fill critical gaps and address in-the-moment needs that can help bolster population health and save and improve lives. In the past, CDC Foundation has worked with CDC in response to many crisis situations, including [the West Africa Ebola response](#), [the Zika outbreak](#), [Haiti earthquake](#), Southern Asian tsunami, [Hurricane Katrina](#), and most recently, the COVID-19 pandemic.

CDC Foundation's strategies for impact are directly linked to public health preparedness and emergency response. CDC Foundation is working to strengthen the public health system to protect us all, addressing the climate and health challenge, integrating health equity principles into our work, promote and protect the public's health through communication, modernize public health protection data, and fortify global health security to protect from health threats. A strong foundation with up-to-date processes, procedures, and plans for response operations will further enable CDC Foundation to advance these strategies in the midst of any future public health emergency.

4. SCOPE OF WORK

The scope of work for this engagement includes (but may not be limited to) the following goals, services, and anticipated deliverables:

The Emergency Response Project Manager will work with programmatic leadership and a cross-departmental workgroup on a subset of the activities detailed below. Specific activities and deliverables will be defined for the duration of the contractual engagement.

1. Increase CDC Foundation's readiness to respond to future public health emergencies, by:
 - Maintaining an organizational work plan for emergency response planning
 - Supporting a cross-departmental work group to define activation procedures as well as roles and responsibilities for emergency response activities during and outside of an emergency response
 - Updating and/or developing processes, procedures, and/or guidance for staffing response efforts, including succession planning for task rollover among team members to ensure continuity of response activities
 - Developing guidance documents and resources needed to roll out new and/or updated processes, procedures, and/or guidance documents to relevant staff
 - Preparing onboarding and training materials for CDC Foundation staff
 - Adapting and/or creating standard evaluation framework and reporting templates for future emergency response activities
 - Conducting interviews or consultations with key leaders and staff and/or external organizations involved in past emergency response efforts to inform these tasks
2. Strengthen CDC Foundation's ability to effectively and efficiently support CDC during an active response
 - Supporting programmatic leadership in advancing relationships with CDC's Office of Readiness and Response
 - Updating and/or developing processes, procedures, and/or guidance documents to clearly define our internal processes for managing emergency requests during active responses, as well as requests that come from CDC and partners outside of a formal activation
 - Contributing to the development of a library of CDC Foundation/CDC emergency response proposals and projects to support future responses
 - Developing of an emergency response project request form and process to be utilized by CDC and CDC Foundation during a response
 - Developing a training for CDC staff on the CDC Foundation's emergency response capabilities and processes
3. Pilot and evaluate organizational tools for emergency response
 - Exploring capabilities of existing organizational systems to roster staff for emergency responses and dashboard emergency response activities
 - Supporting programmatic leadership to explore and operationalize opportunities for CDC Foundation staff to complete CDC emergency response trainings
 - Documenting lessons learned and recommendations for emergency response program management
4. Provide technical assistance and support to program staff managing projects focused on emergency preparedness and response
 - Contributing to select aspects of the management and implementation of donor-funded projects focused on emergency preparedness and response, including project kickoff, budget and agreement development, monitoring, reporting and close

4.1 Period of Engagement

The CDC Foundation anticipates a period of engagement of approximately six months between October 2024 and March 2025, with a possibility to extend, based on performance and need. This is expected to be a part-time role, averaging 20-30 hours per week. Level of effort will be determined during contract development.

The CDC Foundation anticipates that the majority of work will be conducted virtually, with select meetings occurring onsite at CDC Foundation or CDC Headquarters, as feasible.

5. ELIGIBILITY REQUIREMENTS

- Master's degree in public health, emergency management, public administration, public policy, or related field preferred
- Ten years of related work experience, including firsthand experience managing public health emergency response(s) and experience as a project manager focused on developing and/or strengthening processes, procedures, and/or systems for organizational and/or program management
- Experience working with CDC on emergency response activities preferred
- Strong technical skills, including word processing, spreadsheet, and database management.
- Excellent written and oral communication skills, including the preparation and presentation of reports.
- Excellent interpersonal, teamwork and collaboration skills.
- Self-starter with ability to be efficient and consistently deliver high-quality work under time constraints.

6. PAYMENT

The CDC Foundation will pay the contractor a fixed hourly rate to be negotiated based on experience.

7. INSTRUCTIONS

7.1 Submitting a Proposal

Applications should be submitted to Reema Bhakta (rbhakta@cdcfoundation.org) by 5PM Eastern Time on September 6, 2024.

The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email rbhakta@cdcfoundation.org with the subject line "Accessibility Assistance." We will gladly work with you on providing the information in a different format.

The CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal. Further, this solicitation does not commit the CDC Foundation to pay any cost for the preparation and submission of a proposal.

7.2 Proposal Details

The following information should be included in the application:

- 7.2.1 Legal Name and/or Business Name
- 7.2.2 Address
- 7.2.3 Phone Number
- 7.2.4 Email
- 7.2.5 Briefly explain your interest in the Emergency Response Project Management opportunity
- 7.2.6 Briefly explain any educational or professional experiences related to the Emergency Response Project Management opportunity
- 7.2.7 Relevant Information regarding Availability and Start Date
- 7.2.8 Resume or Curriculum Vitae

8. SELECTION PROCESS AND REVIEW CRITERIA

8.1 Anticipated Timeline

The timeline below is subject to change at the sole discretion of the CDC Foundation:

August 15, 2024	RFP Release
September 6, 2024	Proposal Submission Deadline
September 13, 2024	Interview Request Notification
September 20, 2024	Anticipated Selection Notification
October 1, 2024	Effective Date of Resulting Agreement

8.2 Communication During the RFP Period

All questions and requests for clarification regarding this RFP should be submitted by prospective contractors in writing via email to rbhakta@cdcfoundation.org, with a subject line of: Emergency Response Project Management RFP.

8.3 Evaluation

Submissions will be evaluated on applicants' ability to meet the goals and provide the services listed in the RFP based on their educational and professional experiences and confirmation of capacity within the anticipated timeframes stated in the RFP.

8.4 Notification

All applicants will receive notification of whether they are selected. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.