

**Request for Quotes**

**Public Health Specialist**

**Date Issued: October 24, 2023**

**Due Date: November 6, 2023, at 5:00 ET**



**CDC Foundation Contact**

[Mpoxvaccine@cdcfoundation.org](mailto:Mpoxvaccine@cdcfoundation.org)

**CDC Foundation Overview**

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 $1.6 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.

**PURPOSE**

The CDC Foundation is seeking a Public Health Specialist to assist the CDC Foundation in strengthening and formalizing our monitoring and evaluation plans. The selected candidate will serve a critical role on the Preventing Mpox Resurgence project team and will be responsible for 1) providing technical assistance on monitoring and evaluating of 44 Community Based Organizations (CBOs) receiving federal funding and 2) supporting evaluation of the overall project impact. Key functions will include project management, program assessment and design, data collection and analysis, and performance monitoring. The selected candidate will work in close collaboration with the mpox project lead at the CDC Foundation and implementing partners including CBOs s located across 18 United States. The consultant will be based in the United States and support CDC Foundation and CBO partners to further the goal of collecting and reporting accurate data and creating and conducting a robust evaluation for the entire program period, through April 29, 2024.

**SERVICES REQUIRED**

By engaging in this work, CDCF aims to safeguard public health and mitigate the resurgence of mpox. The public health specialist will contribute to the project's success by leveraging their expertise in public health, strategic communications, and monitoring and evaluation to ensure the project's objectives are met effectively and the prevention of mpox resurgence is achieved.

The contract is projected to begin **December 1, 2023, and end April 29, 2024.**

**Scope of Work:**

* Provide expertise and support to ensure that collection and analysis processes are conducted effectively for the comprehensive assessment of the Mpox Resurgence Project and CBO performance.
* Lead planning and execution of evaluation from start to finish, including partner engagement, program definition, evaluation design, evidence gathering, and conclusion.
* Support program evaluation, including strategy development; development of methods, tools, and materials; data analysis; and creation of messages and stories for dissemination including identifying and summarizing key themes from CBO reports.
* Advise CBO partners and CDC Foundation program officers on evaluative instrument design and implementation, in addition to aiding in designing survey instruments as needed.
* Develop evidence-based briefing documents and evaluation reports, using data visualization methodology to assess and convey the effectiveness of both individual CBO efforts as well as the overall program.
* Make data-informed recommendations for project enhancements.

**SKILLS AND QUALIFICATIONS**

**Required Skills and Experience:**

The respondent or respondent’s staff should offer:

* Expertise and experience in quantitative and qualitative evaluation design and analysis, as well as data visualization methodology
* Demonstrated communication and teamwork skills
* Master's degree in public health, program measurement and evaluation, or related field with an emphasis on evaluation

**Skill set and qualifications desired:**

* Minimum of 5 years of relevant experience in program monitoring and evaluation, with a preference for experience in evaluation infectious disease programs or health programs.
* Experience providing technical assistance on monitoring and evaluation approaches.
* Experience designing or developing logic models, indicators, or evaluation reports
* Ability to communicate in a clear, positive manner with internal colleagues and external partners, as well as clearly communicate evaluation strategies and implications to non-technical audiences.
* Strong technical skills and proficiency in Microsoft Office Suite (Outlook, Teams, Excel, PowerPoint), Smartsheet, SharePoint, Zoom, and professional analytics software.

**KEY DELIVERABLES**

**Key deliverables will include:**

* One presentation for CBOs on general M&E strategies
* 1:1 support sessions with CBOs upon request
* Development of M&E resources such as reporting templates, logic models, indicator handbook, etc.
* Document containing a thematic analysis of findings from required CBO reporting activities completed in January and early April 2024

**Eligibility Criteria (if applying as an organization)**:

*Not applicable if applying as an individual*

To apply, an individual/group must:

* Be headquartered in the United States
* Be a nonprofit tax-exempt under section 501(c)(3) or qualify for exemption under an IRS code other than 501(c)(3),
* Have a Unique Entity ID (UEI) issued by SAM.gov (see [Get Started with Registration and the Unique Entity ID](https://sam.gov/content/entity-registration) for additional information on obtaining a UEI)
* Be in good financial standing and have sustainable operations,
* Be in existence for a minimum of 3 years
* Be an equal opportunity employer with all-inclusive membership that does not discriminate on the basis of gender, race/ethnicity, color, sex, sexual orientation, country of national origin or nationality, age, religion, intellectual or physical disabilities and military or veteran status in its activities or operations

**REQUESTED INFORMATION**

The CDC Foundation seeks the following information from interested parties capable of providing services needed in the section below.

1. Section 1: Contact Information
   1. Name
   2. Address
   3. Email
2. Section 2: Education and Experience
   1. Major
   2. Degree
3. Section 3: Required Skills and Experience
   1. Fluency in the English language.
   2. Description of skills and experience with Infectious Disease/community health, program, or monitoring and evaluation.
   3. Description of project management skills.
   4. Description of experience and understanding of mpox or related public health event impacting vulnerable populations.
   5. Demonstration of ability to work independently as well as a member of a team.
   6. Description of diplomatic skills and the ability to work in close, supportive technical collaboration with individuals from a variety of disciplines and backgrounds as well as a range of public health partners and stakeholders
   7. Proficiency in relevant computer programs.
4. Section 4: Desirable Skills and Experience
   1. Description of previous monitoring and evaluation experience for a federally funded project.
   2. Description of experience with writing high-level reports.
   3. Description of experience working with community-based organizations, non-profits, or faith-based organizations.
5. Section 5: Cost Proposal
   1. Provide a financial quote or rate and describe your typical/preferred pricing methodology for providing services identified in this RFQ. The maximum payable amount for this consultancy is $25,000 USD

The final term and due dates will be negotiated as part of the resulting agreement.

**INSTRUCTIONS**

Applications should be submitted to the [Public Health Specialist RFQ Submission Form](https://app.smartsheet.com/b/form/51c9131e3f0a423ca48b6a3102af607c) **by 5:00 pm ET Monday, November 6, 2023,** to beconsidered for this opportunity. Submissions will be evaluated based on the criteria listed below. Please submit questions to [mpoxvaccine@CDCFoundation.org](mailto:mpoxvaccine@CDCFoundation.org).

**Pre Award Risk Assessment**

The CDC Foundation reserves the right to conduct a financial due diligence review. As a public entity, the CDC Foundation has a responsibility to the public to ensure that the organizations that receive grant funds are financially stable and to evaluate each applicant’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate method of monitoring.

**EVALUATION CRITERIA:**

* Submissions will be evaluated on qualifications, expertise, and reasonableness of cost. The following outlines the criteria that reviewers will use to guide their evaluation of each application.

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| **Domain** | **Selection Criteria** | **Weight** |
| **Education/Experience** | Expertise and experience in quantitative and qualitative evaluation design and analysis, as well as data visualization methodology.  Master's degree in public health, program measurement and evaluation, or related field with an emphasis on evaluation. | 30% |
| **Required Skills and Experience** | Has the required skills and experience. Provides reference to all related experience including CVs/Resumes which reflect tenure and/or education. | 30% |
| **Desirable Skills and Experience** | Relevant desirable skills and experience. | 20% |
| **Cost Proposal** | Reasonableness of proposed rate. | 20% |

**Maximum Payable Amount (MPA)**

CDC Foundation will pay the contractor a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price. Financial quotes for all submissions should not exceed the MPA of **$25,000 USD**. The MPA will be based on the fee proposed and the award will be negotiated as part of the resulting time and materials contract. CDC Foundation requests that bidders include a proposed fee structure.

**FUNDING SOURCE**

The agreement resulting from this RFQ will be supported by federal funding under the “Preventing Mpox Resurgence by Increasing Vaccine Confidence & Community Immunity through CBO Partnerships” Cooperative Agreement between the CDC Foundation and the CDC. We anticipate that funding resulting from this solicitation will meet the criteria of “subcontractor” as defined by 2 CFR 200.331; a final determination will be made at the time of award. If so, the funding would be provided through a time and materials contract agreement. Subcontractor must comply with the following federal regulatory requirements:

* Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75)
* Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)

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**TIMELINE**

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

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| **October 24, 2023** | **RFQ released** |
| **November 6, 2023, 5:00 ET** | **Proposal submission deadline** |
| **November 7 - November 9, 2023** | **Review of Applications** |
| **November 13 - November 17 2023** | **Applicant Interviews** |
| **November 20, 2023** | **Applicant notifications** |
| **December 1, 2023 - April 29, 2024** | **Project Implementation** |