



Council of State and Territorial Epidemiologists

## REQUEST FOR PROPOSALS

### Facilitation for CDC/CSTE 2021 Influenza and Zoonoses Education among Youth in Agriculture Program Workshop

---

#### TABLE OF CONTENTS:

---

##### Part I. Overview Information

##### Part II. Full Text of Announcement

##### Section I. Funding Opportunity Description

1. Background
2. Objectives
3. Deliverables
4. Timeline

##### Section II. Award Mechanism

1. Mechanism(s) of Support
2. Funds Available

##### Section III. Eligibility Information

1. Eligible Applicants

##### Section IV. Application and Submission Information

1. Content and Form of Application Submission
2. Submission Dates and Times
  - a. Submission, Review, and Anticipated Start Dates
  - b. Submitting an Application
  - c. Application Processing

##### Section V. Application Review Information

1. Criteria
2. Review and Selection Process

##### Section VI. Award Administration Information

1. Award Notices
2. Recipient Rights and Responsibilities
3. CSTE Responsibilities

---

#### PART I: OVERVIEW INFORMATION

---

**Issuing Organization:** Council of State and Territorial Epidemiologists (CSTE) at [www.cste.org](http://www.cste.org).

**Participating Organizations:** Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov).

---

**PART II: FULL TEXT OF ANNOUNCEMENT**

---

**Section I. Funding Opportunity Description*****Background***

The Council of State and Territorial Epidemiologists (CSTE) and Centers for Disease Control and Prevention (CDC) will be hosting a workshop for the 2021 Influenza and Zoonoses Education among Youth in Agriculture program awardees. The workshop will consist of up to four (4) virtual meetings hosted over the course of a month (September - October 2021).

Since 2014, CSTE has provided support to state health departments to pilot partnership work around zoonotic diseases between human health, animal health, and youth agriculture organizations at the state and county levels. CSTE continued this work in 2020 by promoting local, state, regional, and national partnerships and encouraging regional collaboration between health departments to adopt and adapt resources and best practices developed through this program. For the 2021 funding period, CSTE will continue to foster interstate collaborations and further expand the project's reach through activities and publications.

This virtual workshop meeting series will convene representatives from state public health agencies, youth agricultural organizations, and state animal health agencies from the six (6) funded jurisdictions participating in this program. CSTE seeks an expert facilitator to facilitate a highly interactive workshop agenda with a multi-disciplinary group of 25-30 participants attending each meeting session. Priority will be given to candidates who possess a familiarity with public health surveillance, One Health and/or zoonotic diseases, and experience in meeting facilitation.

***Goals***

The goals of this workshop are to:

- Determine the goals, objectives, and methods of the 2022 Influenza and Zoonoses Education among Youth in Agriculture program by identifying the following:
  - existing gaps associated with current program (methodology and theoretical framework, areas of need)
  - areas for further collaboration (e.g., site to site, CSTE/CDC to site, other stakeholders of interest)
  - lessons learned by sites (past-participating and currently funded)
  - recommendations for best practices of documentation and communication including publication plans to disseminate project outcomes
- Discuss and review overall program planning and determine next steps to answer the question, "Where do we go from here?"

***Objectives***

The consultant will meet the goals above by completing the following objectives:

- Review all appropriate background information on the project.
- Advise program leadership on all aspects of preparing for the workshop and facilitation needs, including the agenda, pre-work or pre-reading materials that may be relevant, and required logistical arrangements.

- Develop and disseminate a pre-meeting survey for meeting attendees to complete in advance of the meeting to gather input and ideas that facilitate discussion. Develop a discussion plan based on responses.
- Facilitate and direct strategic and/or interactive discussions to inform ongoing program development and consideration for formalization of a program strategic plan.
- Document the workshop key discussion points, decisions, and action items with an in-depth written summary.

### ***Deliverables and Required Activities***

To meet the above-mentioned objectives, the consultant will be required to:

- Participate in up to four (4) planning-oriented conference calls prior to the workshop
- Produce final workshop agenda and any necessary supplemental and facilitation materials in consult with planning committee
- Develop, disseminate, and review the results of a pre-meeting survey and incorporate the results into a discussion plan
- Facilitate a highly interactive, virtual workshop that consists of up to four (4) meetings (each between 2 and 2.5 hours in length)
- Participate in up to 2 debrief calls following workshop
- Develop a comprehensive summary of the workshop within 2 weeks of workshop conclusion. Summary may include (but is not limited to) components such as a strategic plan, presentation materials, or other supplemental documents as determined by the consultant and the planning committee.

### ***Timeline***

|                               |                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| June 30 – July 16, 2021       | RFP release                                                                                                           |
| July 16, 2021                 | Application due date                                                                                                  |
| July 19 – 28, 2021            | Application review                                                                                                    |
| By August 6, 2021             | Award Notice                                                                                                          |
| August 9-20, 2021             | Onboarding and participation in up to 2 planning-oriented conference calls in preparation for virtual workshop series |
| By August 31, 2021            | Administer pre-workshop survey to gather feedback from funded sites on topics of interest                             |
| September 1-17, 2021          | Continued participation in up to 2 planning-oriented conference calls in preparation for virtual workshop series      |
| September 27-October 15, 2021 | Facilitate up to four (4) virtual meetings to comprise the workshop series                                            |
| By October 29, 2021           | Develop and produce comprehensive workshop summary document to be reviewed by CSTE/CDC                                |
| November 1-12, 2021           | Edit summary document pending feedback and review from CSTE/CDC                                                       |
| By November 12, 2021          | Submit final workshop summary document                                                                                |

## **Section II. Award Mechanism**

### ***Mechanism(s) of Support***

CSTE will manage matters related to financial support for this project.

### ***Funds Available***

Funding for this project will be firm-fixed. CSTE intends to commit up to \$10,000 for this project through the end of the contract term. Funds available through Cooperative Agreement Number NU38OT000297-02. Funds awarded to contractors under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards. All estimated funding amounts are subject to the availability of funds.

## **Section III. Eligibility Information**

### ***Eligible Applicants***

Eligible applicants are non-federal professionals (including but not limited to those from institutions of higher education, nonprofit organizations, public health agencies, or private consultants) with knowledge of public health surveillance, One Health, and/or zoonotic diseases. The consultant needs to have had extensive experience with virtual meeting facilitation. Consultant should also have experience in strategic planning and program development, especially with regards to public health programs.

Applicants who are employed or work on behalf of STLT health agencies are required to submit an outside activity form or secondary employment request (actual form may vary) that has been approved by their employer with their application.

## **Section IV. Application and Submission Information**

### ***Content and Form of Application Submission***

The application should be no longer than 4 pages, excluding curriculum vitae (CV) and budget, and should be written using a 12-point, double-spaced, unrounded, Times New Roman font, on 8.5x11 inch paged paper with one-inch margins. Additional pages or appendices may not be reviewed. Please include the headings below in the order listed and address all the issues included under each heading.

1. Background Information
  - Provide applicant contact information
  - Describe relevant experience in public health related fields, meeting facilitation, and strategic planning and program development.
  - Please attach applicant CV to application submission.
2. Plan/Methods
  - Provide work plan, method, and timeline proposed to meet objectives.
3. Budget and Justification
  - Provide budget and budget justification. Budget should include line-item description and justification for all budget items, as applicable and including, but not limited to: personnel time, and supplies.

For further assistance, technical questions, or inquiries about the application, contact Mimi Huynh at CSTE (770-458-3811 or [mhuynh@cste.org](mailto:mhuynh@cste.org)). Representatives from CSTE will be available to speak to potential applicants to discuss technical or administrative questions. All questions and answers will be made available to all potential applicants upon request.

***Submission Dates and Times*****Submission, Review, and Anticipated Start Dates:**

- Application Submission Date: July 16, 2021
- Award Notification Date: August 6, 2021
- Anticipated Start Date: August 9, 2021
- Anticipated End Date: November 12, 2021

**Submitting an Application:**

Application materials should be sent to Mimi Huynh at [mhuynh@cste.org](mailto:mhuynh@cste.org) and must be received by 11:59 pm ET on July 16, 2021. Notification of successful receipt of the application will be sent to the applicant upon request.

**Application Processing:**

All applications received by 11:59 pm ET on July 16, 2021, will be reviewed by July 28, 2021.

**Section V. Application Review Information*****Criteria***

The following criteria will be used to review all submitted applications:

1. Background (40 points)
  - a. Applicants understanding of the project and deliverables (10 points)
  - b. Prior experience of applicant (20 points)
  - c. Virtual meeting facilitation skills (10 points)
2. Plan/Methods (50 points)
  - a. Detailed work plan, method, and timeline for completing work (40 points)
  - b. Feasibility of proposed work plan (10 points)
3. Budget and Justifications (10 points)

***Review and Selection Process***

Eligible applications that are complete will be evaluated for scientific and technical merit by CSTE in accordance with the review criteria stated above. A review panel of the CSTE National Office and subject matter experts will score the applications. Funding awards will be made based upon the quality of the submitted proposal and the ability of the applicant to meet the criteria stated above.

**Section VI. Award Admission Information*****Award Notices***

All applicants will be notified via email no later than August 6, 2021.

***Award Recipients and Responsibilities***

The award recipient will have primary responsibility for the following:

- 1) Accomplish the objectives and deliverables listed in this announcement
- 2) Provide invoices to CSTE as required in the contract agreement
- 3) Be available through multiple avenues for feedback and discussion (conference calls, emails, etc.) on a regular basis.
- 4) Complete pre-reading material prior to calls with program planning team to better inform workshop planning and development.
- 5) Complete pre-meeting work.
- 6) Facilitate the virtual 2021 Influenza and Zoonoses Education among Youth in Agriculture Workshop meeting series.
- 7) Create materials consistent with the objectives and deliverables as stated in the contract agreement to be delivered during the workshop.
- 8) Incorporate subject matter expert comments and feedback into all deliverables (may include but is not limited to the following: meeting agenda, comprehensive summary, strategic plan) during the review process. Multiple drafts may be required.

***CSTE Responsibilities***

CSTE will have the primary responsibility for the following:

- 1) Serve as the awardee's principal point of contact
- 2) Facilitate work and provide avenues for communication between awardee and stakeholders
- 3) Monitor the terms of the contract agreement
- 4) Receiving invoices from the awardee and paying invoices according to the terms of the contract agreement
- 5) Providing information about the progress of the project to CDC and the CSTE Executive Board
- 6) Reviewing all deliverables and providing feedback to the awardee on draft materials
- 7) Providing limited technical expertise

***For More Information***

For more information, contact:

Mimi Huynh, MPH  
Program Analyst II  
Council of State and Territorial Epidemiologists  
2635 Century Parkway NE, Suite 700  
Atlanta, GA 30345-3148  
770-458-3811 (phone)  
770-407-5108 (fax)  
[mhuynh@cste.org](mailto:mhuynh@cste.org)