

Suburban Cook County COVID-19 Contact Tracing Community Supports Program Request for Proposal (RFP) At-A-Glance

Given the magnitude and toll of COVID-19 and the importance of returning to a new normal, it is critical that the Cook County Department of Public Health (CCDPH) rapidly stand up a more expansive and enhanced contact tracing effort for the safety of individuals and communities it serves. To ensure the success of this effort, CCDPH, the state-certified public health authority for most of suburban Cook County and an affiliate of Cook County Health (CCH), has contracted with Hektoen Institute of Medicine (Hektoen) to provide contract management and oversight for the *Suburban Cook County COVID-19 Contact Tracing Community Supports Program*. This program recognizes the value of community-based organizations as credible, trusted entities, and the importance of leveraging existing community assets and infrastructure to share timely and evolving COVID-19 information and provide resources to communities and populations most impacted by the pandemic.

Eligibility

Proposed projects must take place and impact communities within suburban Cook County, excluding Evanston, Oak Park, Skokie, and Stickney Township which are served by their own state-certified public health department.

All community-based organizations (CBOs) serving suburban Cook County, except Evanston, Oak Park, Skokie and Stickney Township, are eligible to apply. For the purpose of this RFP, a community-based organization is defined as a 501(c)(3) not-for-profit organization that has demonstrated service delivery to specific populations and/or community areas. Service delivery includes programming driven by an understanding of, or directed by, community voice. Collaborations and partnerships between organizations are strongly encouraged.

Additionally, CBOs must have the organizational capacity to conduct the work described in this RFP and have the fiscal and administrative capacity and controls necessary to effectively manage this contract. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the contract.

Use and Availability of Funding

Overall, the goal of this funding opportunity is to ensure effectiveness of the CCDPH COVID-19 contact tracing program, slow the spread of COVID-19, and lessen the social and economic impacts of the pandemic. Toward this end, successful applicants will disseminate relevant COVID-19 information to priority populations; conduct education and outreach; expand existing programs or services that can help households with isolation and quarantine or lessen the social and economic impacts of COVID-19; and increase availability and access to testing.

Successful applicants will also collaborate with CCDPH to establish two-way, regional Learning & Action Networks in the north, west, southwest and south suburbs of Cook County that foster community trust and real-time feedback on how communities are experiencing the impacts of COVID-19. [View map of suburban Cook County by district.](#)



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A total of up to \$5,450,000 is available for all CBOs selected. CBOs can submit for one of two options. Option 1 is to apply to participate in one of the regional Learning & Action Networks and support dissemination of COVID-19-related information to priority populations. If selected, the community contract will be made at \$20,000. Option 2 is to submit a full application to be considered for: conducting education and outreach; expanding an existing program or service that can help households with isolation and quarantine or lessen the social and economic impacts of COVID-19; and/or increasing availability and access to testing. For this option, the community contract will range from \$50,000 to \$300,000.

Information Session: September 16, 2020

Hektoen, in collaboration with CCDPH, will conduct an RFP information session on Wednesday, September 16, 2020 from 9:30 a.m. – 11 a.m. CST. To join the RFP information session, [click here](#) (Zoom Meeting ID: 994 1272 4051 and Passcode: 485503). In the event you are unable to attend, a copy of the presentation and a recording of the Information Session will be shared after the conference at: hektoen.org/rfp-information-session/.

Letter of Intent: Deadline – September 21, 2020

Hektoen strongly encourages potential applicants to submit a Letter of Intent (LOI) that expresses your organization's intent (not obligation) to submit a proposal. This information will help Hektoen determine the number of reviewers that will be needed to assess applications. You will find complete instructions and a copy of the LOI in Appendix A. The deadline for submission is September 21, 2020, 5 p.m. CST. [Click here](#) to submit a LOI.

Proposal: Deadline – October 9, 2020

Proposals must be submitted online on the [Hektoen website](#) by Friday, October 9, 2020 at 5 p.m. CST. Any applications submitted after the deadline will not be reviewed.

To apply to participate in only a Regional Learning & Action Network, please complete the form found at: [Option 1 Application](#).

To apply to participate in a Regional Learning & Action Network and provide additional community supports, please complete the form and required attachments found at: [Option 2 Application](#). For Option 2, a Risk Assessment that evaluates the programmatic risk of an applicant must also be completed. [Click here](#) to submit the assessment.

You will find complete instructions and the proposal forms in Appendix A.

Initial Award Date and Project Period

Applicants will be notified, in writing, of funding status by the week of November 9. The project period is for 6 months, beginning December 1, 2020 and ending May 31, 2021.

Project Administration Schedule

Be prepared to begin your project soon after notification of award, initial meeting with all community contractors and contract execution. Hektoen will administer all projects through community contracts. For Option 1, each community contractor will receive \$5,000 upon execution of the contract and \$15,000 at the end of the project period if all deliverables are met. For Option 2, each community contractor will receive 20% of their approved budget upon execution of the contract, and all remaining funds will be disbursed on a reimbursement basis. All project expenditures must be made by May 31, 2021, and final invoices submitted for reimbursement by June 15, 2021. At this time, there are no extensions beyond the end of the funding period on May 31, 2021.

Important Dates

September 11	RFP Release Date
September 16	RFP Information Session
September 21	Letter of Intent Due
October 9	Proposals Due
Week of November 9	Notification of Awards
December 1	Project Period Begins
Early to Mid-December	Contractor Meeting & Kick-Off for Equity Lab, “Changing Hearts and Minds for Leadership”

Questions & Technical Assistance

You may ask questions and request technical assistance via email at CBORFP@hektoen.org. Responses will be added to a list of Frequently Asked Questions (FAQs) posted on the [Hektoen website](#). All questions or requests for technical assistance must be received by 5 p.m. CST on Tuesday, October 6.

For general questions about the RFP and how to apply or to download forms, FAQs, and other resources, please visit the [Hektoen website](#).