

Funding Opportunity for Promoting Equity and Expansion of Monkeypox Vaccination Services

I. Project Overview

A. Introduction

The Philadelphia Department of Public Health (PDPH) is seeking proposals from qualified applicants in the City of Philadelphia to expand monkeypox vaccination services and related outreach activities for populations who are at high risk for monkeypox, such as gay, bisexual, transgender, and other men who have sex with men, transgender, or non-binary persons, particularly populations that have been disproportionately affected by the 2022 monkeypox outbreak, such as Black/African American residents. The intent of this program is to promote equitable access to vaccine, as well as to ensure that accurate and timely information is available to persons at high risk for monkeypox, particularly those who may be difficult to reach through traditional and social media.

B. Department Overview

The mission of the Philadelphia Department of Public Health (PDPH) is to protect and promote the health of all Philadelphians and to provide a safety net for the most vulnerable. The Department is the City of Philadelphia's lead public health agency responding to the monkeypox outbreak, which was declared a public emergency on August 4, 2022.

C. Project Background

As of August 23, 2022, there have been 273 cases of monkeypox in Philadelphia. JYNNEOS vaccine offers safe and effective protection against monkeypox; however, there is a national shortage of this product, and Philadelphia has limited allocations. As a result, a limited number of providers, including PDPH, are currently offering monkeypox vaccination. PDPH began operating vaccination clinics and allocating vaccine to approved healthcare providers in late July 2022. On August 9, the U.S. Food and Drug Administration (FDA) issued an emergency use authorization (EUA) to allow for intradermal administration of the JYNNEOS vaccine for eligible patients. Intradermal injection of the JYNNEOS vaccine will increase the number of doses available by up to five-fold. This change in strategy has created an opportunity to expand vaccination efforts, but this expansion must be driven by a focus on equitable distribution of monkeypox vaccine.

While PDPH has made focused efforts to ensure equity, data show far lower response rates to PDPH's vaccine clinic invitations among Black residents than other groups. While 56% of cases reported in Philadelphia have occurred in Black residents, only 23% of vaccinations have been administered to Black persons. At this time, other underserved populations, such as Hispanic/Latino/Latinx Philadelphians, are not experiencing disproportionate outcomes related to this outbreak. However, PDPH recognizes that as the outbreak continues other populations may need to be prioritized in future efforts and will respond accordingly.

D. Request for Proposals

Through this funding opportunity, the Department invites proposals from eligible organizations for the scope of work described in Section II. Specific objectives for the RFP are to:

1. Build an equitable and accessible monkeypox vaccination network across the City of Philadelphia that serves people who are at high risk for infection, particularly persons in undervaccinated demographic groups

2. Create vaccine access points in geographic areas and for communities that are at high risk for monkeypox from undervaccinated demographic groups
3. Direct monkeypox vaccination outreach to Philadelphia residents who are at high risk for monkeypox but may be harder to reach

The Department expects to award multiple contracts, and approximate funding ranges are listed below. Contracts will be issued to successful applicants for a period of one year with the possibility for extension based on both Applicant performance and availability of funding, although budgets should be prepared to reflect only the first three months of anticipated expenses (see Appendix B for further detail). PDPH is hopeful that additional funding will become available to allow for continuation of services in alignment with the evolving needs of the outbreak.

Anticipated Funding Amounts		
Activity	Funding Range	Estimated Number of Awards
Track A: Monkeypox vaccination services	Up to \$50,000	4
Track B: Collaboration to support monkeypox vaccination services	Up to \$25,000	4
Track C: Community engagement for monkeypox vaccination	Up to \$25,000	2

II. Scope of Work

A. Definitions

Unless otherwise specified, words, phrases, abbreviations, and/or acronyms have the following meanings:

Term/Acronym	Definition
Applicant	Organizations that apply for funds through this Request for Proposal
Community-based organization (CBO)	CBOs work in proximity to and shared interest with their respective communities to provide education, training, resources, or other assistance to the community itself, the public, or other organizations to improve the welfare, health, functioning, and/or overall quality of life of that community.
PDPH	Philadelphia Department of Public Health (the Department)
Persons/populations at high risk	For the purposes of this RFP, persons or populations currently at high risk for monkeypox include gay, bisexual, transgender, non-binary, and other men who have sex w/men; sex workers of any gender or sexual orientation; and persons in these groups who are part of other underserved populations, such as Black/African American residents.
RFP	Request for Proposal
Underserved population	Communities or groups who face decreased access to healthcare and other services resulting from systemic and institutional barriers

B. Project Details

There are three tracks for programmatic activities, described below. Applicants can apply for a single track, two tracks, or all three tracks:

Track A: Monkeypox vaccination services

- Provide monkeypox vaccination in collaboration with community-based organizations (CBOs) that are trusted by and have strong connections to affected communities.

Track B: Collaboration to support monkeypox vaccination services[†]

- Collaborate with a vaccine provider to host monkeypox vaccination clinics and provide related services, such as dedicated outreach prior to vaccination clinics.

Track C: Community engagement for monkeypox vaccination

- Conduct targeted outreach activities to ensure that those who may be most at risk are aware of testing, vaccination, treatment, and harm reduction resources.

[†]Track B requires being paired with a vaccine provider to host clinics, whereas Track C Applicants may conduct outreach activities to get information into the community *without* connecting individuals to clinics.

C. Program Requirements

PDPH requires at least the services listed below, including the specific tasks and work activities described. PDPH reserves the right to modify specific requirements, based on changed circumstances (such as a change in business or technical environments), the proposal selection process, and contract negotiations with the Applicant(s) selected for negotiations, and to do so with or without issuing a revised RFP.

1. Applicant's proposed scope of work should state in detail how it will carry out each task and meet RFP requirements. For each service specified, the Applicant should propose criteria to determine when the tasks comprising the activity are satisfactorily completed. Applicants may propose additional or revised tasks and activities but should explain why each is necessary to achieve the project objectives.

2. Required Activities:

Track A: Monkeypox vaccination services

- Establish, expand, or leverage partnerships with CBOs that serve persons at high risk for monkeypox, with an emphasis on persons from undervaccinated demographic groups
- Operate monkeypox vaccination clinics in partnership with CBOs or in collaboration with other organizations, events, or venues that are connected to communities that are at high risk for monkeypox
- Ensure that monkeypox vaccination clinics are low barrier and easily accessible for high-risk persons, including operating mobile vaccination clinics or offering flexible hours
- Meet all storage, handling, and data reporting requirements as determined by PDPH
- Meet all monkeypox vaccine administration requirements outlined in Appendix C
- Refocus services as determined by the needs of the outbreak and as requested by PDPH

Track B: Collaboration to support monkeypox vaccination services

- Collaborate with a vaccine provider to host or sponsor monkeypox vaccination clinics
- Provide an appropriate space and/or wraparound services as required by the vaccine provider
- Promote vaccination opportunities through dedicated outreach to high-risk persons and engagement of clients
- Implement tailored, creative outreach strategies through social media, community canvassing, and other partnerships to engage undervaccinated, high-risk populations
- Develop flyers, social media content, and other materials to support outreach

- Ensure that messaging aligns with the most current PDPH guidance

Track C: Community engagement for monkeypox vaccination

- Conduct targeted outreach and education activities to ensure that those who may be most at risk are aware of testing, vaccination, treatment, and harm reduction resources
- Collaborate with other organizations to promote outreach and education
- Develop flyers, social media content, and other materials to support outreach
- Ensure that messaging aligns with the most current PDPH guidance

3. Required Data Collection and Reporting:

PDPH is responsible for program monitoring, evaluation, and reporting. Applicants must work with PDPH to identify mandatory data collection elements based on the Track(s) for which they are funded.

- Track A Applicants must:
 - Collect individuals' gender, race, and ethnicity at vaccination clinics
 - Describe data system, table, or other digital means that will be used to capture required data
 - Transfer vaccination data digitally to PDPH within 24 hours of vaccination clinic or event
 - Adhere to all required education and safety guidelines for vaccine administration
- Track B and C Applicants will be responsible for documenting outreach, events, and other activities in appropriate format(s) as designated by PDPH.

D. Roles and Responsibilities

Organization	Roles and Responsibilities
PDPH	<ul style="list-style-type: none"> • Review proposals and select providers • Provide JYNNEOS vaccine to selected vaccine providers • Provide training, instructions, and guidelines as needed • Review reports and invoices
Applicant	<ul style="list-style-type: none"> • Provide services according to RFP criteria • Spend funds in accordance with funding award • Submit required reporting and monthly invoices to PDPH consistent with approved Scope of Work and budget

III. Proposal Format, Content and Submission Requirements; Selection Process

A. Proposal Format

Proposals submitted in response to this RFP must include a cover letter signed by authorized personnel on behalf of the Applicant, and the following information, in the sections and order indicated. Please use Proposal Template in Appendix A and Budget Template in Appendix B to complete this requirement. The Applicant Profile should be completed in the online form, and the other application documents can be uploaded as attachments.

1. Applicant Profile
 - Complete all fields in the online form.
2. Statement of Qualifications; Relevant Experience (See Template for section lengths)
 - Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size, and scope to that which is the subject of this RFP. If any minimum qualifications for performance are stated in

this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

3. Proposed Scope of Work (See Template for section lengths)
 - Provide a proposed scope of work including a 3-month cost proposal in accordance with Section II, “Scope of Work,” of this RFP.
4. Budget Template
 - Applicants should submit a budget that describes line-item costs broken down into the categories defined in Appendix B: Budget Template.
 - The budget should only include 3 months of costs and align with the Scope of Work provided in Appendix A.
5. Agreement to Follow Vaccine Administration Guidelines (Track A Applicants only)
 - Track A Applicants must acknowledge adherence to Appendix C: Track A Requirements for Vaccine Administration

B. Selection Process

PDPH will convene a diverse selection committee to make award decisions. If PDPH chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest. PDPH may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. PDPH will base its selection on criteria that include, but are not limited to:

- Ability to realistically meet all RFP requirements
- Ability to manage vaccine (Track A applications) and meet data reporting requirements (all Applicants)
- History of trusted relationships with targeted population and/or CBOs serving targeted populations
- Commitment to reaching high-priority populations who are unlikely to access existing systems of care
- Readiness to mobilize quickly and shift services in response to changing needs

C. Eligibility Criteria

- Eligible Applicants may be nonprofit or for profit
- Must demonstrate the ability to provide services sought through this RFP
- Must have identified a person or position responsible for generating invoices and submitting reports

D. Timeline

Interested applicants should send a Letter of Intent (LOI) by Wednesday, September 7, 2022 to healthresponse@phila.gov. All other application materials including Appendices with proposal and budget templates should be submitted by Wednesday, September 14, 2022. The selection committee will review proposals within one week of submission. PDPH will issue a Notice of Intent letter to notify successful applicants within one week of approving the application.

E. Term of Contract

It is anticipated that the initial term of the Contract shall commence September 15, 2022 (the “Initial Term”) and, unless sooner terminated by the City pursuant to the terms of the Contract, shall expire up to twelve months thereafter, on September 14, 2023. The City may, at its sole option, amend the Contract to add up to three (3) additional successive one-year terms (“Additional Terms”). Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.



IV. How to Apply

Applicants may submit proposals through <https://redcap.link/MpxFundingApp>. The requirements for a complete proposal to be considered are described in Section III. Please direct any questions to healthresponse@phila.gov.

V. General Provisions

A. Rights and options afforded to PDPH and the City

PDPH and the City reserve and may, in their sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:

- to reject any proposal if the City, in its sole discretion, determines the proposal is incomplete, deviates from or is not responsive to the requirements of this RFP;
- to reject any proposal if, in the City's sole judgement, the Applicant has been delinquent or unfaithful in the performance of any contract with the City or with others; is financially or technically incapable; or is otherwise not a responsible Applicant;
- to waive any defect or deficiency in any proposal, if, in the City's sole judgment, the defect or deficiency is not material to the proposal;
- to require, permit, or reject, in the City's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final contract;
- to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City's best interest;
- to discontinue negotiations with any Applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
- to rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an Applicant, and to issue or not issue a notice of intent to contract to the same or a different Applicant and enter into negotiations with that Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;
- to elect not to enter into any contract with any Applicant, if the City determines that it is in the City's best interest to do so;
- to require any one or more Applicants to make one or more presentations to the City as determined by the City, at the Applicant's sole cost and expense, addressing the Applicant's proposal and its ability to achieve the objectives of this notice of contract opportunity;
- to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);
- to inspect and otherwise investigate projects performed by the Applicant, whether referenced in the proposal, with or without consent of or notice to the Applicant;
- to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as the City, in its sole discretion, deems necessary or appropriate; and,
- to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post online.

B. Additional Provisions and Expectations

General disclaimer

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject

to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with or making oral presentations to the City if so requested.

Performance Standards

PDPH reserves the right to reject any item of work that does not meet its minimum standards of performance and quality, or that does not conform to the services described in this RFP. Neither PDPH or the City shall be obligated to pay for rejected work.

Expectations of Awarded Applicants

It is the expectation of PDPH that successful Applicants can meet the following criteria:

- Applicant has all required licenses and permits and is current with respect to the payment of City taxes and or other indebtedness owed to the City, including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia, and is not in violation of other regulatory provisions contained in the Philadelphia Code
- Applicants will exercise its “Best and Good Faith Efforts” to assure participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in City of Philadelphia Executive Order 03-12.
- Applicant will adhere to the City of Philadelphia’s Fair Practices Ordinance, as defined in Chapter 9-1100 of the Philadelphia Code. The Fair Practices Ordinance prohibits discrimination in the delivery of City services on the basis of ancestry, breastfeeding, color, disability, domestic or sexual violence, ethnicity, gender identity, familial status, marital status, national origin, race, religion, retaliation, sex, and sexual orientation.
- Applicant can attest it has no civil, criminal, or bankruptcy litigation; debarment or suspension proceedings; criminal convictions or indictments; or any order or agreement issued by a court or local, state, or federal agency that would impact its ability to safely and credibly meet RFP requirements.
- Applicant is fiscally solvent and has the financial capability to perform the work sought by this RFP.
- Provider Organization is in compliance with the City of Philadelphia’s 21st Century Minimum Wage and Benefits Ordinance, as defined in Chapter 17-1300 of the Philadelphia Code.
- Applicant understands that the work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the privacy and security of health information. Applicant must understand and comply with the “Terms and Conditions Related to Protected Health Information” which are posted on the City’s website at <https://secure.phila.gov/eContract/> under the “About” link.

Revisions to this RFP

PDPH reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted online. It is the Applicant’s responsibility to check the website frequently to determine whether additional information has been released or requested.

City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

Proposals are Binding

By submitting its proposal, each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP. An Applicant’s refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant’s proposal may, in the City’s sole discretion, result in rejection of Applicant’s proposal.