

# Request for Proposals: 340B Clinical Operations Technical Assistance Consultant

**RFP Issue Date:** June 29, 2021  
**RFP Closing Date:** June 13, 2021  
**Performance Period:** 3 months (August 1, 2021 – August 31, 2021)  
**Location:** Remote  
**Email:** [careers@ncsddc.org](mailto:careers@ncsddc.org)  
**Website:** [ncsddc.org](http://ncsddc.org)

## ABOUT NCSDDC

The National Coalition of STD Directors (NCSDDC) is a national nonprofit membership organization with a mission of advancing effective STD prevention programs and services in every community across the country. NCSDDC provides leadership, builds capacity, convenes partners, and advocates for quality STD prevention.

## PROJECT SUMMARY

NCSDDC is soliciting proposals from professionals with demonstrated 340B expertise and experience in providing administration and/or technical assistance to sexual health clinics regarding 340B operations and best practices including policies and procedures, management and contracts, memorandums of understanding, 340B revenue generation, and pharmacy operations. The consultant is expected to contribute to the following areas:

- Working closely with members of the NCSDDC team, support the creation of a 340B toolkit for sexual health clinics
- Review, interpret, and create sample 340B policies and procedures specific to sexual health clinics
- Create 340B clinical resources including fact sheets, best practices, and webinars
- Advise on the logistics and operations of implementing a PrEP program utilizing the 340B drug pricing program
- Provide technical assistance and support to sexual health clinics regarding 340B operations

NCSDDC anticipates the scope of work will require approximately 15-20 hours of work per week.

## PROPOSAL APPLICATION AND SUBMISSION

Interested persons should apply by submitting the following:

- Cover letter expressing interest, hourly fee requirement and areas of expertise
- CV/Resume documenting relevant work history for at least the previous five years

- Work Sample which may be in the form of a website, blog, training slides, writing sample, policy and procedure document, or other related work
- Two professional references including email and phone numbers

All documents should be combined into one PDF and submitted to NCSDDC at [careers@ncsddc.org](mailto:careers@ncsddc.org) by July 13, 2021, for consideration.

## **SELECTION CRITERIA**

The following will be key factors in NCSDDC's decision-making process:

- Demonstrated expertise in 340B technical assistance for STD programs, sexual health clinics and Section 318 grantees
- Applicant has successfully completed similar projects and has the qualifications necessary to successfully contribute to this project
- Responses are presented in a clear, organized and logical manner