



Grays Harbor County
Public Health and Social Services Department

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Request for Proposals Community Health

Introduction

Grays Harbor County (GHC) has issued a “Request for Proposals” to interested and qualified agencies to develop a Community Health Assessment (CHA) and a Community Health Improvement Plan (CHIP). GHC is seeking consulting services to produce a CHA and CHIP that will aid in the strategic planning and development of public health programs and services aimed at improving the health of our communities and meeting the populations’ needs that we serve. The key functions of such a CHA includes:

- A. Obtaining statistically valid information on the health status and socioeconomic/environmental factors related to the health of residents in the service area and surrounding neighborhoods.
- B. Supplementation of the general population survey data currently available to us as an organization.
- C. Ensuring community members, including those within a broad based racial/ethnic/cultural/gender identity/sexual orientation/veteran status and linguistic minority group, are primary participants in the health assessment survey process. In addition, board members and health center staff, as well as educators, health-related professionals, local government, human service and community-based organizations, institutes of higher learning, and the private sector will be engaged at some level of the survey process. The survey process shall include stakeholder interviews and focus groups, as well as written survey responses.
- D. Development of accurate comparisons to the state and national baseline of health measures utilizing the most current validated data.
- E. Utilization of data obtained from the assessment to address the identified health needs of our service area.

This RFP is intended for providers with the necessary capacity and experience to successfully deliver a CHA and a CHIP. The RFP will open **July 8, 2021 and all proposals are due by 4:30 p.m. August 31, 2021**. Priority will be given to programs who can demonstrate capacity and procedures are in place to prioritize the completion of this project.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services. Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. Contracts may be structured to offer an opportunity to evaluate and revise as necessary after the initial twelve-month period of the agreement.

Calendar/Timeline:

Application Process	Date
Issue RFP	July 8, 2021
Proposals Due	August 31, 2021
Proposal Subcommittee Review	Week of September 13th
Recommendations provided to BOCC	October 2021
Agency Contract Development Process	November 2021
Service Start Date	January 2022
CHA/CHIP Completion Date	June 30, 2022

Applications may be submitted via e-mail, mail, or in person to:

Grays Harbor County Public Health and Social Services
 Attn: Mike McNickle
 2109 Sumner Avenue
 Aberdeen, WA 98520
mmcnickle@co.grays-harbor.wa.us

Applications and related materials must be received no later than **August 31st at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with CHA/CHIP PROPOSAL.

Any questions related to this application may be directed to:

Mike McNickle, Director
 E-mail: mmcnickle@co.grays-harbor.wa.us
 Phone: 360-500-4063

RFP Response Requirements

Please prepare a written document responding to the following:

- A. Describe your firm and its capabilities, highlighting any prior involvement with GHC and/or other agencies of comparable size, specifically other community health centers, and mission/vision. Identify similar projects that your firm has overseen, providing reference names and contact information of clients for which your firm undertook similar projects. Expound upon your subject matter expertise as it would apply to the matters described in the Scope of Services portion of this RFP. Clearly indicate any current or past contracts your firm has held to provide advisory services of a similar nature to other health related organizations. Describe the proposed staff assigned to this project, their background and their availability.
- B. Develop a Statement of Objectives which will identify the potential goals and expectations of the project.
- C. Describe, in detail, the methodology, tools and/or techniques that would be utilized to conduct a comprehensive CHA/CHIP. The scope of this identification will be determined in accordance with the Statement of Objectives described above. This description should minimally include, but not be limited to:
 - A description of relevant sampling techniques that you would propose utilizing to complete this assessment.
 - Clarify types of techniques, proposed quantities, proposed timelines, target audiences, recruitment strategies to engage target audience, and staffing resources to accomplish tasks.
 - Your proposed methodology for clarifying the research objectives, data collection requirements, sampling strategy and timetables.
 - The level of granularity of the data.
 - A description of how data will be compiled.
 - A description of identified trends.
 - A description of end report that will be produced. You must Include sample reports that your firm has produced for similar projects.
- D. Provide a schematic of the timeframe needed to complete this assessment. Timeline must be based upon the deadlines included in Project Goals (above).
- E. Provide a reference list of your firm's relevant clients, especially any for which you have conducted a community health needs assessment. If applicable, summarize the most recent Request for Proposals: Community Health Assessment/Community Health Improvement Plans.

Pricing and Payment Terms

The maximum obligation for this contract shall be **\$40,000**. Provide detailed fee-related information. This should include a total project and staff hourly cost.

Application process and instructions

Agencies who are interested in applying for new funds must complete and submit the following information:

Part 1 – Threshold Criteria

- Proof of current WA business license and 501c3 status
- Ability to comply with the insurance requirements of the contract
- Ability to successfully manage funding over the course of the contract term

Part 2 – Scoring Criteria

(1) Proposal Background (0-20 points)

All projects will receive points on how well they describe past work in developing Community Health Assessments and Community Health Improvement Plans for local health jurisdictions. Also, describe whether the documents were well received after completion by decision makers, stakeholders and the public.

(2) Readiness (0-20 points)

Applicants will receive points based upon the extent of the proposer's readiness to proceed. The score will be based on the following:

- Narrative describing the methodology, tools and/or techniques that would be utilized to conduct a comprehensive Community Health Assessment and Community Health Improvement Plan.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to completion of reports.

(3) Coordination with Local Providers and Mainstream Services (0-20 points)

Applicants will receive points based on the extent to which the agency has experience and/or capacity to coordinate with mainstream and/or local resources for additional and complimentary data and information.

(4) Outreach and Communication (0-20 points)

Applicants may receive points based on the ability to demonstrate experience, capacity, and/or clear plans to conduct outreach and communication to all populations in GHC to elicit data points for the Community Health Assessment and Community Health Improvement Plan.

(5) Capacity (0-20 points)

Applicants will receive points based on the extent to which the applicant's experience is relevant to the successful creation and delivery of a Community Health Assessment and Community Health Improvement Plan. Experience of the organization in undertaking similar activities - including experience with populations to be surveyed and the type of surveys to be executed

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Director Mike McNickle by the deadline:

- A completed proposal addressing and encompassing all required elements noted in this RFP by August 31, 2021.