



Grays Harbor County Public Health

PEARSALL BUILDING

2109 SUMNER AVENUE, ABERDEEN, WA 98520

PHONE: (360) 532-8631

ADMINISTRATION FAX: (360) 533-1983

CLINIC FAX: (360) 533-6272

HealthyGH.org

Facebook.com/GHPublicHealth

April 26th, 2023

Request for Proposals for “Third Space” Youth Community Facility Development Plan

Introduction

Grays Harbor County has issued a request for proposals (“RFP”) to interested and qualified agencies to develop a collective plan for a “third space” community facility(ies) for youth. A maximum budget of \$100,000 is available to fund successful proposal(s) via allocated funding from the County’s 1/10th of 1% Sales Tax (a.k.a. “Treatment Sales Tax”). All contracts for reimbursable expenses must be eligible and have appropriate documentation to substantiate the expense as relevant to [RCW 82.14.460](#).

The County is seeking consulting services to facilitate a community-based planning process that could aid in the strategic planning and development of youth centered facility(ies), programming and services that aligns with the findings of the recent community health improvement plan and behavioral health system gaps analysis and best suits the needs of the youth population age ranging from 13-24. The planning process must consider the range of needs, interests, and current service availability to a variety of sub-populations of youth in Grays Harbor County, siting of facility or facilities, potential services and programming, local community engagement work, fiscal and sustainability planning, and design of integration within county.

This RFP is intended for consultants with the necessary capacity and experience to successfully propose a plan for developing a “third space” community facility(ies) for youth, describe how the proposal best suits Grays Harbor County, specify recommendations for target population age, and address the gaps identified in the community health improvement plan behavioral health system gaps analysis. This RFP opens **April 26, 2023, and all proposals are due no later than June 7, 2023, at 4:30 p.m.**

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 the applicant in the preparation and submission of the applicant’s 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 agreements with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of local funds to ensure alignment with fund requirements and contract deliverables.

Completed applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health
Attn: Jessica Molina
2109 Sumner Avenue
Aberdeen, WA 98520
jmolina@graysharbor.us

Applications and related materials must be received no later than **June 7, 2023, at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with “YOUTH THIRD SPACE PLAN APPLICATION”.

Questions related to this application may be directed to:

Jessica Molina, Community Health Specialist
E-mail: jmolina@graysharbor.us
Phone: (360) 591-8585

Calendar/Timeline

Application Process	Date
Issue RFP	April 26 th , 2023
Questions Due	May 31 st , 2023
Proposals Due	June 7 th , 2023 at 4:30 p.m.
Proposal review	June 2023
Recommendations provided to BOCC	June 2023
Agency contract development	July 2023
Service Start date	July 2023
Gaps Analysis complete	December 2023/January 2024

Application process and instructions:

Please prepare a written document responding to the following:

A. Describe your firm and its capabilities, highlighting any prior involvement with the County 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 community-based planning process to develop a plan for a youth centered community facility(ies). 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 the development plan.
- 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 the development plan. 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 an environmental scan to set the foundation for the development of a strategic plan for implementing a community-based youth facility.

Pricing and Payment Terms: The maximum obligation for this contract shall be \$100,000

Provide detailed fee-related information. This should include a total project and staff hourly cost.

Part 1 – Threshold Criteria

Please attest and provide documentation (as appropriate) to support the following:

Any falsely attested information will render application ineligible.

- I certify that our agency is in good standing with all of our granters/funders and demonstrates sound financial practices. *If you have an active corrective action plan related to a current granter/funder, please submit a copy.*
- I certify that our organization is able to complete the contracted scope of work and invoice for reasonable costs specific to the contracted deliverables.
- Our organization has the capacity to operate the program(s) on a cost-reimbursement basis. *(Reimbursement payments will be made for verified expenses within thirty days from invoice approval.)*
- Our organization’s fiscal management system is compliant with government accounting systems. *(Documentation Required)*
- Our organization will maintain adequate insurance coverage to complete scope of work, which will be at the County’s discretion.
- If our organization is a corporation or other type of business entity I certify that the entity is in good standing and active status with the Secretary of State.

Agency Name

Print Name/Title

Signature

Date

Part 2 - Scoring Criteria

All proposals will be evaluated based on the following criteria:

(1) Proposal Background and Readiness to Proceed (0-30 points) All projects will receive points on how well they describe past work in developing a planning process to develop a community-based youth facility(ies) for local health jurisdictions. Scoring will also consider current capacity and readiness to complete a planning process while outlining clear methodology for success, project goals, and detailed timeline. The proposal should clearly outline how all required elements will be researched, presented for consideration, and included in the final product.

(2) Applicant experience/capacity (15 points) Points will be awarded based on the provision of examples of recent and similar projects successfully completed with other partners.

(3) Consideration of community stakeholders' input for data, planning, and buy-in (0-20 points) Points will be awarded for clear demonstration of experience and plans to navigate political and public spaces on these types of projects. Points will also be awarded for ability to demonstrate experience, capacity, and/or clear plans to conduct outreach and communication to youth, community, youth-based agencies, and other stakeholders to elicit data points to develop a community-based plan for a “third space” best suited to youth needs of Grays Harbor County.

(4) Budget (10 points) Points will be awarded based on the clarity and specificity of the project budget. Overall cost of the project will also be considered.

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Jessica Molina, Community Health Specialist.

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria
2. A written document including narrative response that speaks to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget.
3. If applicable, the Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues identified OR recent financial statements for the organization.