

**COUNTY OF IMPERIAL
REQUEST FOR QUALIFICATION #1008-23**

**IMPERIAL VALLEY COMMUNITY HEALTH ASSESSMENT
AND COMMUNITY HEALTH IMPROVEMENT PLAN**



**Coordinating Agency
IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT**

Released December 12, 2022

DUE DATE AND SUBMISSION REQUIREMENTS:

**One (1) original, One (1) electronic copy (ex. Flash drive), and
Three (3) complete copies must be delivered by
January 12, 2023, 4:00 pm Pacific Standard Time**

Point of Contact:
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El Centro, CA 92243
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Request for Qualifications

Imperial Valley Community Health Assessment and Community Health Improvement Plan

1. Project Description

The Imperial County Public Health Department (ICPHD) is seeking a qualified consultant(s) or consulting firm(s), referred to as “Applicant” hereon after, to facilitate and coordinate the development of the remaining phases of the 2022-2027 Community Health Assessment (CHA) process and Community Health Improvement Plan (CHIP) process in partnership with the Imperial Valley CHA/CHIP Stakeholder Group, Steering Committee and/or the Core Group. It is anticipated that this process will take approximately twelve to eighteen (12-18) months to complete. The Applicant will be expected to work in a coordinated manner with external partners, including other consultant(s), in order to help reach mutually supportive and linked goals. The Applicant will be required to use a combination of tools, procedures, methods and community input for this project, as needed or required. The Applicant must utilize the National Association of County and City Health Officials’ (NACCHO’s) Mobilizing for Action through Planning and Partnership (MAPP) framework for the CHA/CHIP process and is expected that the Applicant will have a thorough understanding and experience implementing the MAPP framework.

Consulting services will be conducted in an effort to meet the following goals: 1) enhance the Imperial Valley CHA/CHIP multi-sector health improvement collaborative; 2) improve community capacity to collectively address health and social issues; 3) strengthen cross-sector partnership and alignment of community interventions; 4) identify and establish collaborations with key partners affiliated with and who provide services to underserved populations; 5) facilitate the completion of the remaining CHA phases in coordination/collaboration with the Imperial Valley CHA/CHIP Stakeholder Group, Steering Committee and/or Core Group; 6) lead the group through the CHIP process and create a CHIP document that includes evaluation and reporting tools; and 7) work in a coordinated manner with external partners and consultants in order to help reach mutually supportive and linked goals.

Additionally, the Applicant will be expected to coordinate and work with ICPHD consultant(s) that will be responsible for providing organizational development services (e.g., organizational assessment, strategic planning, accreditation processes, performance management and quality improvement, management systems, and other processes.) Additionally, funding was secured to fulfill the goals of this project, and with the intent of aligning and integrating the CHA and CHIP metrics and evaluation methods into ICPHD plans and supporting our Imperial County’s efforts in establishing an accredited public health department.

2. Timetable

The RFQ process timeline is outlined below; however, the ICPHD reserves the right to modify the timeline at its sole discretion.

- RFQ Release Date..... December 12, 2022
- Prospective Respondent Written Question Deadline..... December 21, 2022
- Answers to Questions..... January 05, 2023
- Request for Qualifications Due..... January 12, 2023

3. Eligibility Requirements

To be considered for funding, Applicants must:

- Have experience in and previous use of the National Association of County and City Health Officials' (NACCHO) Mobilizing for Action through Planning and Partnership (MAPP) framework.
- Have experience in community health improvement planning, community strategic planning, development of health improvement plans and action plans, and conducting community health assessments.
- Have knowledge of national Public Health Accreditation Board (PHAB) standards for the purpose of reaching mutually supportive and linked goals, such as the alignment between CHA/CHIP elements and ICPHD accreditation requirements.
- Have strong interpersonal, facilitation, and mediation skills.
- Have experience facilitating community meetings and forums with various levels of community partners, and be able to facilitate meetings involving participants who come from a wide variety of backgrounds and disciplines.
- Have experience in working with racially and ethnically diverse populations with low to moderate income.
- Be flexible in the approach to project development and implementation.
- Demonstrate an ability to meet internal and project deadlines, major milestones, and overall project schedules.
- Be an independent self-starter who is also comfortable taking direction and working as part of a team.
- Have the ability to effectively speak and write in English and Spanish to support documentation, communications, facilitation, mediation, and community engagement activities.
- Possess the appropriate license(s) and/or insurance.
- Have the ability to begin project implementation within 1 month of being awarded the funds.
- Be able to relate to and connect with the Imperial Valley CHA/CHIP Stakeholders, Steering Committee and Core Group, as well as ICPHD personnel.
- Demonstrate the ability to provide services in Imperial County, California.
- Provide an example(s) of similar work, if requested.

- Have no record of unsatisfactory performance. Applicants who are or have been seriously deficient in contract performance, in the absence of circumstances properly beyond the control of the Applicant, shall be presumed to be unable to meet this requirement.

4. Qualification Submission

The Applicant must prepare a three to four (3-4) page narrative proposal. The narrative must include an organization description, history of contracting with government agencies, community partnership experience, and relevant information under the eligibility requirements section of this RFQ. The Applicant must exhibit its ability to facilitate and coordinate an effective CHA and CHIP process. Specific activities include, but are not limited to, the following: planning and facilitating community strategic planning engagement efforts; completing the remaining phases of the current CHA; developing a CHIP; utilizing data for driving decision-making; formulating implementation action plans; and integration of equity into the CHA and CHIP process. A visual description that illustrates the timeline of all proposed project activities, similar to a Gantt chart, is also required as part of this submission. This visual description is not part of the 3-4 page limit and can be submitted as an attachment.

Additionally, and in order to accomplish the stated goals, the Applicant must outline services related to the following:

- Facilitation and coordination of an effective CHA and CHIP process, using the MAPP framework and in alignment with appropriate PHAB domains, standards and measures;
- CHA/CHIP Branding, Community Engagement/Marketing Plan, Communications Plan;
- CHIP Evaluation and Performance Management System which includes a) Creation of Priority Area Dashboard, and b) Creation of Priority Area Reporting Tools;
- Evaluation Plan/Tools that includes process, formative and impact evaluation; and
- Reporting (English, Spanish when needed, and ADA compliant.)

5. Proposal Format and Submission Requirements

All proposals must be typed in English and are limited to 3-4 pages for the narrative section. Use 12-point font, single spacing, 1-inch margins, include a page number at the bottom of the page, and double-side the paper. Elaborate artwork and expensive paper and binding are neither necessary nor desired. Include supporting documents, including examples of prior work, after the 3-4 page written proposal. Please use either a staple or binder clip to secure each of the proposals.

The proposal must be submitted in the name of the entity that will contract with the Imperial County Public Health Department to complete the project. All proposals and supporting documents are due to the Imperial County Purchasing Department by **4:00 p.m. PT on January 12, 2023**. Please submit 1 original, 1 electronic copy (ex. flash drive) plus three (3) complete copies either by mail or hand delivery to:

Imperial County Purchasing Department
Attn: Imperial Valley Community Health Assessment/Community Health Improvement Plan
Attention: Rhoda Hoffman
1125 Main Street
El Centro, CA 92243

All proposals received will be stamped with date and time received. Proposals submitted to any other location will not be accepted. Postmarks will not be accepted as meeting the deadline requirement. It is the sole responsibility of the applicant to ensure that the proposal is complete at the time of submission. Any proposal not meeting these RFQ requirements will be recorded as non-compliant.

6. Evaluation and Selection Process

The Applicant selection will be made using a two-step RFQ process. Written submittals will be evaluated and scored followed by Applicant interviews conducted by key ICPHD staff and/or Imperial Valley CHA/CHIP Steering Committee or Core Group members appointed to the Evaluation Committee.

Evaluation of Proposals — The Evaluation Committee will evaluate each proposal, will discuss the strengths and weaknesses of each proposal and develop a ranking of the highest-rated proposals.

Interview - Following the initial review and screening of all proposals, the Evaluation Committee may invite up to three (3) Applicants to participate in an oral interview. The ICPHD requires that Applicants make themselves available if asked to participate in an in-person interview. Interviews, if conducted, will be used to develop a final ranking of the highest-ranked consulting firms. The interview process may be waived at the sole discretion of the ICPHD Director.

Fee Negotiation - Following completion of the ranking process, ICPHD will commence fee negotiations with the top-ranked firm. The goal of fee negotiation is to agree on a final contract that delivers the services and products required at a fair and reasonable cost. If the ICPHD fails to reach an agreement with the top-ranked Applicant new negotiation will commence with the next highest ranked Applicant. If the new negotiation fails, the process is repeated until a contract is negotiated successfully. Upon successful negotiation of a contract, the ICPHD Director will make a recommendation of award to the Board of Supervisors.

The Imperial County Board of Supervisors reserves the right to award a negotiated contract, reject all bids or suggest a modification to the negotiated agreement.

7. Other Considerations

Awarded consultant(s) will be subject to federal Single Audit requirements, county, state and federal monitoring, must complete monthly invoicing, be able to expend funds prior to reimbursement (which may take up to 90 days), and have the ability to meet county, state and/or federal reporting requirements (various progress reports, expenditure reports, etc.). Additionally, the County of Imperial reserves the right to accept or reject any or all proposals submitted, or to request clarification or additional information or an alternative presentation of data from any applicant, at the Department's sole discretion. Further, while every effort has been made to ensure the information presented in the RFQ is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.

This RFQ and any material submitted by the respondent are subject to public inspection under the California Public Records Act (California Government Code Section 6250 et seq.), unless exempted by law.

Limitation - This RFQ does not commit the County to award a contract. The County reserves the right to accept or reject any or all RFQ responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFQ. This RFQ does not constitute any form of offer to contract.

Agreement for Professional Services - The firm selected to produce and execute the recommended scope of services from this RFQ will be required to execute an Agreement for Professional Services with the County, including providing proof of insurance as required therein.

Costs Incurred in Responding - This RFQ does not commit the County or ICPHD to pay any costs incurred by any individual, firm, partnership or corporation in the submission of the proposals or to make necessary studies or designs for the preparation thereof, or to procure or contract for any articles or services.

8. Questions

All questions regarding the RFQ must be submitted via email by 5:00 pm PT on the date indicated in the Timeline section of this RFQ to:

rhodahoffman@co.imperial.ca.us

Subject line: Imperial Valley CHA/CHIP Project RFQ

BUDGET PROPOSAL

Project Name:
Project Term: _____

Section 1: Expense Summary

Expense Categories	Total of all Proposed costs
Salary	
Fringe	
Operating	
Equipment	
Travel	
Indirect Cost	
Other (Specify)	
Overall Total	\$

Section 2: Budget Justification

Provide a detailed justification of the expenses listed in Section 1.