

**City of South Portland
Community Health Needs Assessment (CHNA) RFP
Response to Questions**

ISSUED: September 29, 2021

The following eleven (11) questions were submitted by two potential bidders. The City's responses to each have been included for all potential bidders to see.

Question #1:

Is there a general idea of the type of qualitative data desired and the volume (ie. 10 focus groups)?

Response #1:

We do not have specifics in mind. We recommend responses include whatever the bidder believes would be necessary to obtain representative data, including from underserved populations, and is realistic to accomplish within the timeframe prescribed in the RFP (i.e., completed one year from project start date).

Question #2:

Is there openness to primary data collection through a community survey? If so, is there a preferred focus on community perception of priority health needs or individual report of her/his/their own health status?

Response #2:

Yes, the City is open to a survey for primary data collection so long as it is representative of our entire community. If a survey is used for primary data collection, the main focus should be on reported needs. Although perceived needs could be helpful for marketing and outreach efforts to better ensure residents know of available resources, the City is chiefly interested in identifying what actual needs exist and what services, if any, are available to address those needs or if there are service gaps.

Question #3:

What is the overall budget or budget range for this assessment?

Response #3:

There is a budget approved for this project by the City Council. However, we are not sharing this information with prospective bidders in order to protect the integrity of the bid process. Bidders should be prepared to scale their projects in the event their bids come in higher than the City has budgeted.

Question #4:

Are resources available to compensate community partners in collaboration on this effort? If so, should that be incorporated into our response budget?

Response #4:

Yes, the funds we have allocated toward this project could be used for that purpose. Prospective bidders should include costs for such compensation in their overall bid response.

Question #5:

Has the City of South Portland ever completed a Community Health Needs Assessment (CHNA)? If yes, can it be shared with us?

Response #5:

The City has not previously completed a CHNA.

Question #6:

Is there a fee cap for this project? If yes, what is it?

Response #6:

There is a cap dictated by the City Council's budget appropriation for this project. However, we are not sharing this information with prospective bidders in order to protect the integrity of the bid process. Bidders should be prepared to scale their projects in the event their bids come in higher than the City has budgeted.

Question #7:

Are participation incentives allowed in the form of a grocery store certificate for community engagement activities such as surveys and focus groups?

Response #7:

Yes, the funds we have allocated toward this project could be used for that purpose. Prospective bidders should include costs for such incentives in their overall bid response.

Question #8:

What is the anticipated project start and end date?

Response #8:

We envision a process whereby a winning bidder is selected no later than December 1, 2021 and then to enter into a contract shortly thereafter. Thus, January 2022 seems like a reasonable start date but we are flexible. As noted in the RFP, we would expect the project to be completed within 12 months of start but can be flexible on that timeframe as well, if needed.

Question #9:

Are there any important milestones that need to be incorporated into the project timeline?

Response #9:

No.

Question #10:

Is there a page limit to the proposal? Can work samples be included? If so, how many?

Response #10:

No page limit. Whether to include samples and how many to include are at the discretion of the bidder.

Question #11:

Is community input (resident surveys and focus groups) expected to be collected in languages other than English?

Response #11:

Surveys should, at the very least, be available in three languages other than English as we want to ensure the non-English speaking populations in our community are represented. Spanish, French, and Somali are the top three languages we would like to have included. Interpreter services should be available for any proposed focus group(s) as well. It is possible the City could provide interpreter/translator services for both the focus group(s) and/or community survey for free, but respondents should include costs for such translation services as part of their overall bid response just in case.