

Request for Proposals – Community Health Needs Assessment

Issued September 7, 2021

DUE: October 8, 2021 at noon

The City of South Portland, Maine is requesting proposals for a Community Health Needs Assessment (CHNA).

GENERAL DESCRIPTION OF SERVICES BEING REQUESTED

Project Purpose:

The City of South Portland (the City) is seeking proposals for professional services to conduct a Community Health Needs Assessment (CHNA) that utilizes a community engagement approach to collect and analyze health data. The CHNA will allow the City to develop long-term, evidence-based strategies to improve community health in any areas that may be identified, including engaging state, regional/county, and/or local private and not-for-profit entities that can/should assist with or address on their own these identified needs.

Scope of Services:

The entity conducting the CHNA should:

- Discover and collect all quantitative data sources available at the City level;
- Collect qualitative data through community engagement and feedback;
- Ensure data are collected across the lifespan, especially for children, older adults, and families from underserved communities;
- Analyze collected quantitative and qualitative data, including sub-population analyses by various demographic variables;
- Identify state and national benchmarks to be used to compare results and compare the benchmarks with collected data; and
- Identify state, regional/county, and local private and non-for-profit entities that could/should assist with or address on their own the identified needs.

The entity conducting the CHNA must apply an equity framework and highlight community determinants of health, not health status data alone.

Deliverables:

Within twelve (12) months, the entity will provide the City with a full report, which should include all raw data (qualitative and quantitative; de-identified) and sources, as well as comparisons of data collected with benchmarks and a summary of findings. The report should be submitted in both electronic and hard copy format, and supplemented by a PowerPoint presentation for use in community presentations. When completed, the entity will present their report to the Board of Health and City Council at separate meetings.

Questions:

All questions regarding this Request for Proposal (RFP) shall be submitted via email. Questions will be accepted and answered accordance with the terms and conditions of this RFP. All questions shall be submitted on or before September 24, 2021 at noon and shall be emailed to City Manager, Scott Morelli, smorelli@southportland.org, with a copy email sent to Colleen Selberg, cselberg@southportland.org. The City will provide written responses by September 29, 2021 at 5 p.m.

PROPOSAL REQUIREMENTS/EVALUATION CATEGORIES*General Approach (Assigned Weight 30%)*

- Describe how your proposal will address the stated project purpose, scope of services, and deliverables.
- Describe your general approach to organizing and managing the project, including your approach to information gathering, identification and analysis of opportunities, problem solving, and communication with the City, and relevant stakeholders.
- Describe your data collection plan.
- Describe your community engagement plan.
- Include a work plan with estimated timeline for completion.

Qualifications/Availability of Key Staff (Assigned Weight 15%).

- Describe the approach that will be used to complete the project. Explain each person's role and estimate the amount of time they are expected to devote to the project. Provide resumes for key personnel and explain why they were chosen for the project.
- Provide evidence that current and future workloads of key staff assigned to the project will allow the described level of work performance. Provide assurance that the project manager will be assigned to the project for its entire duration unless otherwise mutually agreed.

Prior Experience (Assigned Weight 20%)

Each proposer must submit three references that, in the proposer's opinion, qualify their firm for this project. References should be for projects of similar scope and/or size and provide evidence of the firm's ability to complete projects on time and within budget. Copies of previously completed CHNAs should be included if available. Each reference should include, on a single page, the following:

- Name, address and telephone number of the contracting agency
- Contact person
- Project budget
- Term of the contract
- Brief description of the specific services provided

In addition to the three references, proposers are welcome to provide any other documentation of the firm's experience that might prove useful to the City.

Explain any special competencies or experience your firm and/or key personnel have with public sector projects.

Proposed Fees (Assigned Weight 35%)

Fee proposals will include all costs, expenses, overhead and profit (fixed fees). The fee proposals must be valid for ninety (90) days.

Selection Process:

The City will review all proposals for completeness. If a proposal is determined by the City to be incomplete, that proposal may no longer be considered.

The City will review all complete proposals and score them by section (see above). After this review, the City may enter into a contract with the top-rated proposal or opt to interview the top-rated firms prior to making a determination. It is understood that the City shall incur no costs as a result of an interview, nor bear any obligation in further consideration of the proposal.

The City reserves the right to negotiate with the selected firm(s) as to contract terms including, but not limited to, the scope of services. The City reserves the right to reject all bids.

Submission:

Proposals are due no later than noon on October 8, 2021 and must be sent via email only to City Manager Scott Morelli at smorelli@southportland.org. Receipt of proposals will be confirmed via return email. The City intends to select a winning bidder no later than December 1, 2021 and begin contract negotiations shortly thereafter.