



FRANCIS G. SLAY  
Mayor

MELBA R. MOORE, MS, CPHA  
Acting Director / Commissioner of Health

# City of St. Louis Department of Health

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1520 Market Street  
P.O. Box 14702  
St. Louis, Missouri 63178

Phone: (314) 612-5100  
Fax: (314) 612-5105

November 7, 2016

Re: **ADDENDUM #1 - REVISION: REQUIRED PRE-PROPOSAL MEETING FOR THIS RFP!  
NEW SUBMISSION DATE**

Request for Proposals (RFP) for Consulting Services for Improving Population Health through Programming with a Racial Equity Lens

The City of St. Louis Department of Health (DOH) is inviting you to submit information regarding consultation services to develop a cultural fluency program leading to staff training and development regarding the DOH's efforts to improve population health through programming with a racial equity lens. The DOH recognizes that department culture plays a part in its ability to successfully promote such programs. Baseline organizational assessments are necessary to identify appropriate activities and strategies that will advance the departmental efforts to embrace diversity, inclusion, and equity across programs.

The DOH welcomes responses to this RFP from all interested or potentially interested parties.

The outcomes the DOH would like to achieve in this initial phase:

- Define cultural fluency and diversity for our organization
- Activate our cultural fluency committee
- Develop indicators for inclusion, diversity, cultural fluency, and racial equity lenses
- Formulate a cultural fluency integration plan that will be included in the DOH's strategic plan
- Develop, implement, and analyze organizational surveys and scans
- Establish scope of staff training and development

Outside the scope of this RFP the DOH anticipates that following phases will include these outcomes:

- Staff training and development:
  - Employees cultivate core competencies in cultural fluency and awareness of racial equity lens
  - Employees can describe how racial inequities impact interactions within the DOH
  - Employees can describe how racial inequities impact health outcomes associated with their program
- Alignment of policies with inclusion, diversity, cultural fluency, and racial equity lenses, e.g., each program employs at least one strategy or activity that will result in racially equitable service to the population
- Evaluation of strategies
- Connection of DOH strategy to the community

Please provide information on the following components in your response:

1. Exercises that help each cultural fluency committee member consider his/her own background and experience with regard to culture and diversity relative to the function he/she serves in the DOH
2. Activities to develop definitions of, and indicators for inclusion, diversity, cultural fluency, and racial equity lenses for the DOH
3. Processes to formulate a cultural fluency integration plan
4. Approaches for assessing the organizational climate to inform the focus and content of the consulting and training services. Identify how survey tools, interviews, and analysis will be employed to perform the assessment.
5. Methods to establish the scope of staff training and development.

If a determination is made that a clarification or change to the RFP document is required, a written addendum will be posted on the DOH website. Respondents are responsible for obtaining all RFP updates.

**Required Information About the Respondent:**

The response should include general information about the respondent, such as:

1. Background information including organization name, address, webpage, description of organization;
2. Identification of a lead company or organization if more than one is represented in the response;
3. Contact information for the organization's primary contact, including name, title, company name, address, phone number and email address;
4. Description of the respondent's relevant experience;
5. Description of any pilot project of the organization that might be incorporated into respondent's proposal; and
6. Description of any current or past contractual relationship, partnerships, collaborations or other working relationships with DOH.

**Important Dates:**

**A mandatory pre-proposal meeting will be held Monday November 14, 2016 at 2 p.m. in the Large Conference Room of the Administrative Offices of the Department of Health at 1520 Market Street, Room 4051. Please contact Jeanine Arrighi for call-in information if you are unable to attend in person.**

Please provide information in response to this RFP by **December 1, 2016, at 4 p.m. CST**, including the hourly rate for services, and fees for any other expenses. Please be advised that we anticipate a contract value less than \$5,000, with our fiscal year that runs from July 1 to June 30. The response may be mailed to me at:

Jeanine Arrighi  
City of St. Louis Department of Health  
1520 Market Street, Room 4051  
St. Louis, MO 63103

Or emailed to me at [ArrighiJ@stlouis-mo.gov](mailto:ArrighiJ@stlouis-mo.gov).

**Terms, Conditions and Disclaimers for RFP**

Responses to this RFP become the exclusive property of DOH. All documents submitted in response to this RFP may be regarded as public records, and may be subject to disclosure. No material submitted in response to this RFP will be returned. Respondents are solely responsible for all expenses associated with responding to this RFP.

Please do not hesitate to contact me with any questions at 314-657-1507.

Sincerely,



Jeanine S. Arrighi, MS, MPPA  
Health Services Manager II  
Environmental Health Services

cc: Melba R. Moore, MS, CPHA, Acting Director/Commissioner of Health