



City of St. Louis Department of Health

FY 2013-2015

Contract Period:

Phase 1 – January 15 – June 30, 2013

Phase 2 – July 1, 2013 – June 30, 2015

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

Contract for Community Health Improvement Plan Implementation

RFP OPENING DATE: November 16, 2012

RFP CLOSING DATE: December 6, 2012

City of St. Louis Department of Health

1520 Market Street, Room 4043

St. Louis, MO 63103

(314) 657-1403

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

NOTICE

BIDDER'S PRE-APPLICATION MEETING

**FY2013 - 2015
APPLICATION**

Contract for Community Health Improvement Plan Implementation

There will be a Bidder's Pre-Application Meeting

ATTENDANCE RECOMMENDED

PLEASE RSVP!

There will be a call-in number for those who cannot attend in person.

DATE: November 27, 2012

TIME: 2:00 PM - 3:00 PM

LOCATION:

City of St. Louis, Department of Health

1520 Market Street, Room 4043

DIRECTOR'S OFFICE SMALL CONFERENCE ROOM

St. Louis, MO 63103

CONTACT:

Ms. Jeanine S. Arrighi, MS, MPPA

City of St. Louis, Department of Health

Office of the Director and Commissioner

1520 Market Street, Room 4038

St. Louis, MO 63103

(314) 657-1403

arrighij@stlouiscity.com

**The City of St. Louis Department of Health seeks firm to provide services:
Contract for Community Health Improvement Plan Implementation**

The City of St. Louis Department of Health Requests for Proposal application reflects the components each Proposer must address to demonstrate expertise and capacity to successfully support implementation and monitoring activities of a community health improvement plan. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

I. APPLICATION FORMATTING REQUIREMENTS

Request for Proposals (RFP) may be obtained beginning **November 16, 2012**, from Jeanine Arrighi at the City of St. Louis Department of Health, 1520 Market Street, Suite 4038, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis-mo.gov/>, or by contacting Ms. Arrighi at arrighij@stlouis-mo.gov or (314) 657-1403.

All questions must be submitted in writing no later than **November 29, 2012** to Jeanine Arrighi, Health Services Manager II, City of St. Louis Department of Health, 1520 Market Street, Suite 4038, St. Louis, MO 63103 by contacting her at arrighij@stlouis-mo.gov or at (314) 657-1403. All questions will be addressed through addenda posted on the St. Louis City website at <http://stlouis-mo.gov/>. Each submission must acknowledge any addenda posted on the City Website.

An original, five (5) paper copies bound, one (1) copy unbound and one (1) CD in Microsoft Word and/or Adobe Acrobat (.pdf) of the proposal must be submitted to the Children's Environmental Health by **4:00 p.m. December 6, 2012**. *Late or incomplete proposals will not be accepted.* Proposers must adhere to the following:

- Applications must be in English
- Five (5) copies of the application must be bound; one (1) copy must be unbound
- Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Top, bottom, left, and right margins may not be less than one inch each
- Text may be either 1.5 or double spaced
- Each copy must contain a Table of Contents
- CD must be properly formatted and be able to be read by Department of Health computers using Microsoft Word 95, 97, XP or Adobe Acrobat (.pdf). *CD must contain the same information as original paper copy, i.e., (draft RFP's and resulting contracts, draft participation agreements and*

sole source contracts, organizational chart, resumes of key staff, most current financial statement, documentation of not for profit status, letters of support, current business license, etc.).

II. DESCRIPTION AND QUALIFICATION REQUIREMENTS

The City of St. Louis Department of Health is the local public health agency serving the City through its vision, mission, and values:

Our Vision

The City of Saint Louis will be a healthy environment where citizens realize their desire for longer, healthier and happier lives at home, at work and in their neighborhoods.

Our Mission

To assure a healthy community through continuous protection, prevention and promotion of the public's health. This is achieved by caring, qualified, culturally competent employees who are responsive and proactive to community needs.

Our Values

- **Professionalism** Assuring a qualified, accountable and skilled staff, grounded in the philosophy of customer service.
- **Quality** Providing our customers with excellence in care and services that is continuously improved.
- **Diversity**
Respecting and understanding differences, valuing the worth and dignity of each person and the importance of treating all people in a non-judgmental manner.
- **Collaboration**
Building and maintaining strategic alliances and working together with other organizations in order to assess and understand emerging public health needs within the community.
- **Confidentiality**
Providing services in a confidential manner.
- **Access**
Promoting access to health care services and reducing disparities in health outcomes for all citizens.
- **Advocacy**
Providing leadership that assures optimal health through education and the development of public health policies and programs, raising community awareness and promoting healthy lifestyles.
- **Teamwork**
Working together, everyone accomplishes more.

Intervention Area and Population of Need

The City DOH, established in 1867, has been delivering outreach and prevention services to the City for 145 years, serving a population of 319,294. The City of St. Louis is also a county subdivision known as St. Louis City located in a metropolitan region of 16 counties with a population of 2.7 million. The City of St. Louis is a separate subdivision from St. Louis County. The DOH is fully accredited at the comprehensive level, the highest granted by the state accrediting board, Missouri Institute of Community Health.

Background on Current Need for Services

After more than six years of exploration and investigation, the Centers for Disease Control and Prevention, in collaboration with the Robert Wood Johnson Foundation, is supporting a national voluntary accreditation program for public health agencies. The newly created non-profit Public Health Accreditation Board (PHAB) will oversee the accreditation process. The program will improve the quality of services delivered by public health agencies as they work toward accreditation and, when they attain accreditation, reassure the public and officials that their health department is a peak performer.

For a public health department to be accredited, it must meet stringent requirements for 10 essential service areas of the three core public health functions respectively and demonstrate a commitment to constant improvement. The functions exclude Medicaid, mental health, substance abuse, primary care and human service programs. In September 2011, the PHAB Board approved a set of standards and measures for local health departments. Each measure can be classified as either capacity (something that is in place), process (something that must be done), or outcome (a change or lack of change resulting from an action or intervention). Two subtypes of outcomes are used: process outcome, in which the results of a process are tracked, and health outcome, where the results may include health status information. Three out of the ten domains (functions) lend themselves to the engagement of external organizations and the community—Domain 1—Conduct and disseminate assessments focused on population health status and public health issues facing the community, Domain 4: Engage with the community to identify and address health problems, and Domain 5: Develop public health policies and plans.

The City of St. Louis Department of Health desires to seek national accreditation in 2013 and with professional support has completed the Community Health Assessment and Community Health Improvement Plan. The Department needs professional support to continue developing the implementation and monitoring of the Community Health Improvement Plan.

Qualifications:

At this time the City of St. Louis Department of Health seeks to contract with a firm experienced in

community-based health planning and evaluation to develop and begin the implementation and monitoring cycles for the Community Health Improvement Plan, which will align with the requirements of the Public Health Accreditation Board's standards . Proposers must be able to demonstrate considerable knowledge and experience with these services.

Evaluation Criteria:

Proposal submissions will be evaluated and selection based on the responses received to the project abstract and program narrative. Evaluation criteria and points assigned are described in Section VII below.

III. PROGRAM NARRATIVE (Maximum of 20 1.5-line or double-spaced pages)

The program narrative should be a minimum of ten pages and a maximum of 20 1.5-line or double-spaced typewritten pages numbered consecutively. Proposers must respond to each of the required proposal activities described in Section IV. **ACTIVITIES SCOPE OF WORK**. The order of the responses must follow exactly the order provided below. The Proposer's primary response should be included in the body or text of the submitted proposal. The response to proposal activities may not consist solely of references to attached materials. This is not to say that Proposers may not attach documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material.

Proposers should indicate how they would work in collaboration with the City DOH and other community partners to provide the following services based on the proposed Public Health Accreditation Board's Local Domains, Standards and Measures, September 2011.

IV. ACTIVITIES SCOPE OF WORK

In accordance with the PHAB Standards and Measures (bold italics) below, the scope of work will include two phases as described. The City of St. Louis Department of Health reserves the right to award the work in phases. The work is to be carried out in collaboration with resident and partner groups (see lists in Appendix C on page 36 and Appendix D on page 38 in the Community Health Improvement Plan found in Attachment A) that have been involved in the development of the Community Health Improvement Plan (CHIP). Proposers should describe the methods of engaging these resident and partner groups in the development of the implementation and monitoring activities. Proposers should provide a timeline for accomplishing each of the activities in each phase.

Standard 5.2 – Conduct a comprehensive planning process resulting in a community health improvement plan.

Phase 1:

Measure 5.2.3 – Implement elements and strategies of the health improvement plan, in partnership with others

Engaging the current resident and partner advisory groups in a method to be determined by the consultant:

1. Identify current initiatives that address City of St. Louis 2012 CHIP issues, objectives, and strategies
2. Address gaps by setting priorities and assigning responsibilities
3. Develop a long term plan to implement the strategies

Phase 2:

Measure 5.2.4 – Monitor progress on implementation of strategies in the community health improvement plan in collaboration with broad participation from stakeholders and partners

Engaging the current resident and partner advisory groups in a method to be determined by the consultant:

1. Carry out the implementation plan with detailed action steps
2. Identify process evaluation methodologies and outcome measures
3. Develop and employ an evaluation tool

V. GENERAL CAPABILITY OF THE APPLICANT

1. Describe the firm's overall mission and scope of services.
2. Describe the firm's experience in providing similar services. Provide specific experience in last three (3) years in carrying out activities related to a community health improvement plan.
3. Demonstrate comprehension of the Public Health Accreditation Board's standards for performing proposed services.
4. Acknowledge review of any and all addenda.

VI. BUDGET AND FINANCIAL DATA

Budget Narrative and Budget

1. Develop and submit the program budget with timeline for each activity in Section IV above.
2. Supporting Documentation: Please attach the following documentation:
 - a. Listing of governing body members and officers, as applicable.
 - b. Most recent audited financial report. Report must be from within the previous three years.
 - c. Not for Profit organizations should attach evidence of 501 (c) 3 status which includes all of the following documents:
 - IRS Tax Determination Letter
 - Articles of Incorporation
 - Organizations Bylaws
 - d. The successful bidders must obtain and maintain a current business license and pay all

applicable taxes to the City of St. Louis.

- e. M/W/DBE Participation: It is the policy of the City of St. Louis to address the effects of identified discrimination against minority business enterprises and women’s business enterprises within its jurisdiction. Contractual services shall be allocated according to the policy. The method that the city shall employ to implement that policy is the establishment of a goal of at least 25% minority business enterprise participation and at least 5% women’s business enterprises participation in contracts and purchases wherein City funds are collected or expended. Please provide information on minority and women enterprise participation in your company.
- f. Living Wage Requirements: Proponents are hereby advised that the St. Louis Living Wage Ordinance #65597 and associated Regulations apply to the service for which proposals are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful proponent and the DOH must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin, and, if the rates are adjusted during the term of the contract pursuant to the Ordinance., applicable rates after such adjustment is made. Each proponent must submit the attached “Living Wage Acknowledgement and Acceptance Declaration” with the proposal will result in rejection of the proposal. A successful proponent’s failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the contract and the imposition of additional penalties as set forth in the Ordinance and Regulations.
Copies of the Ordinance and Regulations are available upon request from The Department of Health, or can be accessed at <http://www.mwdbe.org/livingwage> . A copy of the Living Wage Bulletin now in effect is found at Attachment B.

VII. EVALUATION CRITERIA

The RFP will undergo the following evaluation process. The DOH, in association with an independent review panel, will evaluate the proposal using the above criteria and provide recommendations to the DOH Professional Service Agreement Committee (PSA), established under City of St. Louis Ordinance 64102. The PSA Committee will evaluate and make selection based on the responses received to the project abstract and program narrative. The total points possible is 100, awarded as follows:

Execution of Activities Scope	50 Points
General capability of the applicant	25 Points
<u>Budget and Financial</u>	<u>25 Points</u>
Total	100 Points

VI. RFP TERMS

- A.** The City reserves and may exercise one or more of the following rights and options regarding this RFP:
- To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.
 - To evaluate separately the individual components of each bid such as any proposed subsystem, product or service, and to contract with such Bidder for any individual component.
 - To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
 - To modify specific terms and conditions in this document prior to execution.
 - The City reserves the right to renew the contract for an additional one year term for up to two consecutive years.
- B. Contents of Proposals:** All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the City Counselor's Office, at the sole discretion of the City Counselor's Office, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

APPLICATION COVER SHEET

**City of St. Louis Department of Health
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1463**

Contract for Community Health Improvement Plan Implementation

Program/Organization Name: _____

Contact and Address: _____

Telephone #: _____ **Fax:** _____

Email Address: _____

**Attachment A
City of St. Louis
Community Health Assessment
Community Health Improvement Plan
October 2012
(please see two separate pdf files)**

Attachment B

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

(To be completed by each respondent to a bid/proposal solicitation when that solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: _____

AGENCY CONTRACT NUMBER: _____

DATE: _____ **PREPARED BY:** _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

_____ (Signature)

NAME: _____

TITLE: _____

DATE: _____