



City of St. Louis Department of Health

FY2012

Contract Period: July 1, 2011 through June 30, 2012

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

**Contract for Community Health Assessment and
Community Health Improvement Plan**

RFP OPENING DATE: May 27, 2011

RFP CLOSING DATE: June 10, 2011

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

**FY2012
APPLICATION**

Contract for Community Health Assessment and Community Health Improvement Plan

There will be no Bidder's Pre-Application Meeting

If you have questions about the request for proposals please direct them no later than June 3, 2011 to:

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 Assessment and
Community Health Improvement Plan

The City of St. Louis Department of Health Request for Proposal application reflects the components each Proposer must address to demonstrate their expertise and capacity to successfully support development of a community health assessment and community health improvement plan, which are in form and content acceptable by the Public Health Accreditation Board for the accreditation of the City of St. Louis Department of Health. 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 **May 27, 2011** 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@stlouiscity.com or (314) 657-1403.

All questions must be submitted in writing no later than **June 3, 2011** 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@stlouiscity.com 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. Friday, June 10, 2011**. *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 142 years, serving a population of 354,361. 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 completely separate subdivision from St. Louis County. The DOH is a fully-accredited health department 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 areas of the 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. Thirty health departments have already tested the process of national accreditation and local officials are pleased so far with their results. In July 2009 the PHAB Board approved a set 30 proposed standards and 102 proposed 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. Final standards are to be published in June 2011.

The City of St. Louis Department of Health desires to seek national accreditation and needs professional support with the Community Health Assessment and Community Health Improvement Plan.

Qualifications:

At this time the City of St. Louis Department of Health seeks to contract with a firm to provide community engagement and assessment activities to meet the requirements of the Public Health Accreditation Board's standards to develop a Community Health Assessment, a Community Health Improvement Plan, and a Community Health Strategic Plan. 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 VI 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 narrative proposal components (IV A-E). 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 components 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 Proposed Local Domains, Standards and Measures, July 2009 (note, final standards are anticipated in June 2011):

A. Community Health Assessment (CHA)

1. Conduct and disseminate assessments focused on population health status and

public health issues facing the community (Domain 1). Describe the firm's approach to providing and using the results of health data analysis to develop recommendations regarding public health policy, processes, programs or interventions (Standard 1.3 B).

2. Engage with the community to identify and address health problems (Domain 4). Describe the firm's approach to engage the public health system and the community in identifying and addressing health problems through an ongoing, collaborative process (Standard 4.1 B).

B. Community Health Improvement Plan (CHIP)

1. Engage with the community to identify and address health problems (Domain 4). Describe the firm's approach to promote understanding of and support for policies and strategies that will improve the public's health (Standard 4.2 B).
2. Develop public health policies and plans (Domain 5). Describe the firm's approach to conduct a comprehensive planning process resulting in a community health improvement plan (Standard 5.3 L)

C. Activities

1. Facilitate seven separate information, feedback, and solutions sessions with community members and leaders organized in seven clusters of four wards, each (N=28 Wards). Each cluster will consist of 16 persons (four per ward). Record feedback and prepare an outcomes sub-report. Effort (140 hours)
2. Plan and Facilitate four (six-hour) linked information, feedback, and solutions sessions with key partners and organizations to review the current epidemiological data and indicators for all zip codes and the city at large compared to state and national data and provide recommendations for strategies and approaches to respond to issues. Record feedback and prepare and outcomes sub-report. Effort (152 hours)
3. Conduct six (6-hour) planning meetings over six months
4. Meet with appropriate health department personnel and engage in an interactive process to prepare two documents that match the PHAB requirements for a high quality Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Effort (60 hours)
 - a. City of St. Louis Health Profile
 - b. City of St. Louis Community Health Improvement Plan (CHIP)

D. 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 community health

assessment, improvement planning, and/or strategic planning services. Provide specific experience in last three (3) years completing community health assessment in North St. Louis, MO.

3. Demonstrate comprehension of the Public Health Accreditation Board's standards for performing proposed services.
4. Acknowledge review of any and all addenda.

IV. BUDGET AND FINANCIAL DATA

Budget Narrative and Budget

1. Develop and submit the program budget with narrative for each set of activities (item C 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.

V. 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:

A. Community Health Assessment	10 Points
B. Community Health Improvement Plan	10 Points
C. Activities	30 Points
D. General capability of the applicant	25 Points
E. Budget and Financial	25 Points
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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 Assessment and
Community Health Improvement Plan**

Program/Organization Name: _____

Contact and Address: _____

Telephone #: _____ **Fax:** _____

Email Address: _____

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: _____