



City of St. Louis Department of Health

FY2011

Contract Period: March 1, 2011 through June 30, 2011

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

**Contract for Graduate Student Evaluation of a Public Health Program:
Lead Safe St. Louis**

RFP OPENING DATE: January 20, 2011

RFP CLOSING DATE: February 1, 2011

**City of St. Louis Department of Health
Children's Environmental Health Program
1520 Market Street, Room 4038
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

**FY2011
APPLICATION**

**Contract for Graduate Student Evaluation of a Public Health Program:
Lead Safe St. Louis**

There will be no Bidder's Pre-Application Meeting

If you have questions about the request for proposals please direct them no later than January 28, 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 Children's Environmental Health
for
Contract for Graduate Student Evaluation of a Public Health Program:
Lead Safe St. Louis**

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 a student evaluation of the Lead Safe St. Louis program. 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 **January 20, 2011** from Jeanine Arrighi at the City of St. Louis Department of Health, Children's Environmental Health, 1520 Market Street, Suite 4038, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis.missouri.org>, or by contacting Ms. Arrighi at arrighij@stlouiscity.com or (314) 657-1403.

All questions must be submitted in writing no later than **January 28, 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 at the pre-application conference or through addenda posted on the St. Louis City website at <http://stlouis.missouri.org>.

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. Thursday, February 1, 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.).*

I. 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.

The City DOH Children's Environmental Health (CEH) Program is in place to protect citizens from childhood environmental health concerns including lead poisoning through the Lead Safe St. Louis program.

Lead Safe St. Louis has operated since November under the "Comprehensive Action Plan to Eradicate Childhood Lead Poisoning in the City of St. Louis by 2010." The City of St. Louis Department of Health is one of several City agencies, which coordinate with the Lead Safe St. Louis (LSSL) Program. That initiative was established by Mayor Slay and subsequently funded by the Missouri Department of Health and Senior Services (MDHSS), U.S. Environmental Protection Agency (EPA), HUD, and the Missouri Foundation for Health, as well as through City general revenue funds, the use tax, and special Lead Remediation Funds. Although childhood lead poisoning (CLP) has been reduced significantly over the last 10 years in St. Louis (from over 26% in 1999 to 3.3% in 2009), the rates still exceed the U.S.'s prevalence level for lead poisoning of 1.6% by more than two times. Missouri Statute 701.326—701.349 & 19 CSR 20-8.030 requires children in all of St. Louis City who are under 6 years old, to be tested for lead exposure annually.

Childhood lead poisoning can cause permanent, irreversible, life-long learning, behavior, and health problems for victims. This damage not only prevents the individual from reaching his or her full potential, but also depletes the economy in terms of additional health, educational, and legal costs. The purpose of the Lead Safe St. Louis program has been to eliminate Childhood Lead Poisoning (CLP) in St. Louis through education, screening/testing and intervention in primary prevention: (i.e. protect children from lead exposure by ensuring that they live, learn, and play in environments free of lead hazards in paint, dust and soil). The CEH Program provides blood lead testing, health education, case management of CLP victims, surveillance of CLP data, and referrals for lead hazard control and lead relocation services. Other agencies in the City coordinate with the CEH to provide lead hazard evaluation and remediation in homes.

Qualifications:

At this time the City seeks to contract with a university graduate program to provide a student to perform an evaluation of the Lead Safe St. Louis program. Funding provided by the Institute for Medical Evaluation and Research (IMER) stipulates that the medical or public health graduate student will be provided a stipend of \$25,000 to perform the evaluation of the Lead Safe St. Louis program provided under a grant from the Missouri Foundation for Health from 2004 to 2008. There is no funding available for indirect or administrative fees.

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 two 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:

A. Proposed student candidates

Provide resumes of proposed student candidates or general descriptions of potential student candidates to perform evaluation.

B. Schedule

Provide evidence that the proposed student candidate could complete the program evaluation between March and June 2011.

C. Faculty support

Identify a full-time member of the faculty who will be available to advise, review, and support the evaluation work by the student.

D. General capability of the applicant

1. Describe the university department's overall mission and scope of services.
2. Describe the university department's curriculum in evaluation and research methods.

IV. BUDGET AND FINANCIAL DATA

Budget Narrative and Budget

1. Describe the method of disbursement of stipend or student wages.
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. Proposed Student Candidate	25 Points
B. Schedule	10 Points
C. Faculty support	25 Points
D. General capability of the applicant	30 Points
E. <u>Budget and Financial</u>	10 Points
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
Children's Environmental Health
1520 Market Street, Room 4038
St. Louis, MO 63103
(314) 657-1403**

**Contract for Graduate Student Evaluation of a Public Health Program:
Lead Safe St. Louis**

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: _____