

REQUEST FOR PROPOSALS

Issued: 8/8/22

Due: August 30, 2022

The City of Portsmouth, New Hampshire is requesting proposals for a:

Community Health Profile & Needs Assessment with recommendations for the development of a Community Health Improvement Plan

Sealed proposals, plainly marked RFP #05-23 "Community Health Profile & Needs Assessment" on the outside of the mailing envelope, addressed to Bridie O'Brien, Finance Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire 03801, will be accepted until August 30 at 2:00 pm.

I. GENERAL DESCRIPTION OF SERVICES BEING REQUESTED

Project Purpose:

The City of Portsmouth (the City) seeks proposals for professional services to conduct a Community Health Profile (CHP) and Community Health Needs Assessment (CHNA), with recommendations for the development of a Community Health Improvement Plan (CHIP).

The selected vendor will utilize traditional and innovative best-available data collection methods to create an inclusive community profile of demographic, health, and environmental data, including social determinant risk and protective factors in the region. The successful applicant will analyze this Community Health Profile and, using practices and principles of community health, conduct a Community Health Needs Assessment to identify gaps in and barriers to equitable, optimal health, in the Portsmouth area.

This Community Health Needs Assessment will serve as the foundation for future development of a City of Portsmouth Community Health Improvement Plan (CHIP) to identify (and prioritize) recommendations for investments and interventions to improve the City's health equity, wellness, and resilience. Both the Community Health Profile and the Community Health Needs Assessment will be available to City Council and associated committees, community members, organizations, stakeholders, and grant-writers and with the goal of increasing community health through collective impact.

Proposal specifications may be obtained from the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. If you have any questions, please contact Bridie O'Brien, Purchasing Department at purchasing@cityofportsmouth.com or by calling (603) 610-7227 during business hours.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the City.

The City reserves the right to request additional information regarding the proposer, and its officers, employees, principles, partners and majority shareholders, as it deems necessary, to make a decision in the best interests of the City. Failure of any proposer to comply with the above and with such additional requests may result in disqualification.

City Overview:

Portsmouth is located in New Hampshire's southeast corner along the Piscataqua River, halfway between Boston, Massachusetts and Portland, Maine. The City, population 21,775, was settled in 1623 as Strawberry Banke, and incorporated as a town in 1631. The area is easily accessible from five major highways including Interstate 95 and is served by several interstate bus lines. Portsmouth has become well known as a highly desirable place to live and work due to a broad range of factors. Portsmouth is also the center of regional commerce, with a strong and very diverse economic base. Portsmouth residents, businesses, and civic organizations are actively involved in community planning and civic affairs. Many public health services are provided by a diverse group of non-profits and NGOs. There is a significant hospitality and human service workforce.

II. PROJECT SCOPE & REQUIREMENTS

Scope of Services:

The selected vendor will:

- Work closely with the City of Portsmouth Health Department team during planning, data collection, analysis and community engagement efforts of the CHP and CHNA and during development of the CHIP recommendations.
- Apply an equity framework to construct a Community Health Profile & Needs Assessment that includes usual and customary demographic and health status measures including identification and assessment of community determinants of health.
- Analyze collected quantitative and qualitative data, including sub-population analyses by various demographic variables, as directed by the City of Portsmouth Health Department.
- Ensure Community Health Profile data are collected across the lifespan, including for children, youth, older adults, and families from underserved communities.
- Identify local, regional, state and national health status benchmarks and prioritize and compare those benchmarks with collected data.
- At the direction of the City of Portsmouth Health Department, collect qualitative data and conduct community engagement (including focus groups, community conversations, surveys and/or key informant interviews) to compile a Community Needs Assessment. Incorporating vulnerable populations previously identified by the Health Department, and identify any further existing populations to address the need of all local vulnerable populations as

completely as possible.

- Community Engagement strategies should include (but are not limited to) the following vulnerable populations:
 - Youth
 - LGBTQ+
 - Physical & Intellectual/Developmental Disabilities
 - Minority
 - Housing Insecure/Homeless
 - Low-Income
 - Seniors/Elderly
 - English Second Language speakers (ESOL)
 - Refugees/Immigrants
 - People with Behavioral Health Needs (Substance Use Disorder/ Mental Health)

- Convene at least 6 stakeholder engagement opportunities (including at least 4 community listening sessions) with vulnerable populations to prioritize the needs identified in the CHNA.

- Use community engagement strategies to inform analysis of gaps, barriers, and opportunities to improving health with a focus on local prevention, intervention, and population health.

- If required, will present study findings to the public and elected officials at public meetings.

- This project will require data collection analysis and comparison, and locally focused narratives for the Needs Assessment portion. **Proposals will be considered for all or portions of this RFP. Clearly state in the submitted proposal is for the overarching Community Health Profile and/or the Stakeholder Dependent Needs Assessment.**

Deliverables after Contract Execution:

| Time Period | Milestones/Deliverables |
|--------------------|--|
| Throughout Project | Attend weekly/as needed planning meetings with City Health Dept. Team |
| Within 14 Days | Submit written plan for data collection & analysis to City Health Department for discussion to ensure priority populations (and data) are equitably targeted. |
| Monthly | Submit monthly progress update (template to be provided) with brief summary of data collection progress, development of outreach materials, community engagement efforts and outcomes, and preliminary data findings and analysis for review and discussion with City Health Department Team |
| Within 30 Days | Begin Stakeholder meetings (anticipated completion date of Stakeholder |

| | |
|----------------|--|
| | meetings is October 30, 2022) |
| Within 60 Days | Submit draft Community Health Profile and Needs Assessment Report to the City Health Dept. Team |
| Within 90 Days | Submit Final Community Health Profile and Needs Assessment Report to City Health Dept. Team with community messaging/engagement materials in electronic form.* (anticipated completion date is December 5, 2022) |

*Final CHP & CHNA Report includes an Executive Summary; all raw data (qualitative and quantitative, de-identified) and sources; comparative analysis of population, regional, state, and national benchmark data as appropriate; summaries of all community engagement activity; a statement of limitations; and a summary of findings.

Final CHNA report should be submitted in both digital and hard copy format, and supplemented by a PowerPoint presentation for use in community presentations. When completed, the selected vendor may present reports to the City Health Department Team and City Council at separate meetings.

III. SUBMISSION REQUIREMENTS

The successful vendor will have experience and expertise in public health assessment and data analysis; health equity, social determinants of health, and vulnerable populations, possess a collaborative spirit; a positive and flexible approach to problem-solving; clear and compassionate communication skills; and ability to work at an energetic pace. A high level of professionalism and strong interpersonal skills are required.

Questions:

All questions regarding this Request for Proposal (RFP) shall be submitted via email. Questions will be accepted and answered in accordance with the terms and conditions of this RFP. All questions shall be submitted on or before August 23, 2022 at noon and shall be emailed to Bridie O'Brien, Purchasing Department at purchasing@cityofportsmouth.com . The City will provide written responses by August 26 at 1 p.m.

Proposal Evaluation Criteria:

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 community health profile and needs assessment, including your approach to information gathering, data sources, identification and analysis of opportunities, problem solving, and communication with the City and relevant stakeholders.
- Describe your community engagement plan.
- Describe your plan approach to present your findings to the public bodies at televised meetings.

Qualifications/Availability of Key Staff (Assigned Weight 20%).

- 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

a brief summary of experience and skills for key personnel and explain why they were chosen for the project.

Prior Experience (Assigned Weight 20%)

Each proposal must submit two references that, in the submitter's opinion, have the capacity to reflect on their qualifications for this project. References should be able to speak to the vendor's knowledge of Community Health Profile and Needs Assessment concepts and ability to complete projects on time and within budget. Copies of previously completed Community Health Profiles, Needs Assessments, or similar work should be included if available. Each reference should include, on a single page, the following:

- Name, address and telephone number of the reference agency
- Contact person
- General project budget
- Term/timeline of the contract
- Brief description of the specific services provided
- Link to any publicly available documents created for the project.
- Past experience presenting findings to the public and elected officials.

In addition to the two references, vendors are welcome to provide any other documentation of qualifications and/or experience that might prove useful to the City including letters of support and/or collaboration.

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

Proposed Fees (Assigned Weight 30%)

Fee proposals must include all costs, expenses, overhead and profit (fixed fees). The fee proposals must be valid for ninety (90) days. Please use the Budget Template provided with the RFP proposal package.

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.

The City will require an interview either in person or via video-conference prior to awarding the contract.

Submission:

Proposals are due no later than 2pm on August 30 and must be sent by mail only to Bridie O'Brien, Finance Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire 03801. The City will provide written responses by September 2 at 1p.m. Receipt of proposals will be confirmed via return email. The City intends to select a winning bidder no later than (date) and begin contract negotiations shortly thereafter.

EXHIBIT A
INSURANCE COVERAGE REQUIREMENTS

1. Consultant shall carry Comprehensive General Liability Insurance with combined single limits not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and \$2,000,000 for general aggregate.
2. Consultant shall carry Automobile Liability Insurance, including owned and hired motor vehicles, on an occurrence form with a combined single limit of not less than \$2,000,000 for Bodily Injury and Property Damage. The City of Portsmouth shall be named as an additional insured on these liability policies. Coverage amounts can be met through umbrella/excess policies.
3. Consultant shall carry Professional Liability Insurance in an amount of not less than \$2,000,000 in the aggregate, covering acts, errors, or omissions related to the Scope of Professional Services to be rendered under this Contract.
4. Consultant shall carry Worker's Compensation Insurance for all persons employed under this contract in accordance with the statutory requirements.

Applicable to all insurances requirements:

The City of Portsmouth shall be identified as a certificate holder on all policies as follows: City of Portsmouth, Attn: Legal Department, 1 Junkins Avenue, Portsmouth, NH 03801.

Consultant shall provide proof of insurance coverage satisfactory to the City of Portsmouth.

Coverages shall remain in effect for a period consistent with the Statues of Limitations under the Law of New Hampshire.

NONDISCRIMINATION CLAUSE

NONDISCRIMINATION IN CITY CONTRACTS: Any entity that enters into a contract for goods or services with the City of Portsmouth or any of its boards, agencies, and departments and any recipient of city funds shall:

Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.