



LASSEN COUNTY

Health and Social Services Agency

- ☐ **HSS Administration**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8128
- ☐ **Grant and Loans Division**
336 Alexander Avenue
Susanville, CA 96130
(530) 251-2683
- ☐ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251-8108/8112

Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112
- ☐ **Patients' Rights Advocate**
1600 Chestnut Street
Susanville, CA 96130
(530) 251-8322
- ☒ **Public Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Environmental Health**
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183
- ☐ **Community Social Services**
PO Box 1359
Susanville, CA 96130

LassenWORKS
Business & Career Network
1616 Chestnut Street
Susanville, CA 96130
(530) 251-8152

Child & Family Services
1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277

Adult Services
Public Guardian
336 Alexander Avenue
Susanville, CA 96130
(530) 251-8158
- ☐ **HSS Fiscal**
PO Box 1180
Susanville, CA 96130
(530) 251-2614

REQUEST FOR PROPOSAL

COMMUNITY HEALTH ASSESSMENT

RFP No.:	PH-2023-01
RFP Issue Date:	July 25, 2023
RFP Submission Date:	August 28, 2023
Issued By:	Lassen County Public Health

REQUEST FOR PROPOSAL

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LASSEN COUNTY, CALIFORNIA

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COMMUNITY HEALTH ASSESSMENT

LASSEN COUNTY, CALIFORNIA

RFP No.:**PH 2023-01****RFP Issue Date:****July 25, 2023****RFP Submission Date:****August 28, 2023**

I. Intent

This Request for Proposal (RFP) announces the intent of the County of Lassen to contract for a Community Health Assessment (CHA) designed to promote health improvement to the citizens of Lassen County. A community health assessment gives organizations comprehensive information about the community's current health status, needs, and issues. This information can help develop a community health improvement plan by justifying how and where resources should be allocated to best meet community needs.

Benefits include:

- Improved organizational and community coordination and collaboration
- Increased knowledge about public health and the interconnectedness of service providers
- Strengthened partnerships within state and local public health systems
- Identified strengths and weaknesses to address in quality improvement efforts
- Baselines on performance to use in preparing for accreditation
- Benchmarks for public health practice improvements

The purpose of this RFP is to seek proposals from qualified individuals or organizations experienced in conducting a Community Health Assessment with the intent to enter into an agreement with the successful proposer.

II. Background Information

A collaborative communitywide approach to community health needs assessment can increase the likelihood of well-targeted initiatives that address the needs of communities and improve the health of their residents. The Community Health Assessment will focus on conducting evidence-based needs assessment and prioritization, making evidence-based community health investments, evaluating and measuring progress, and improving quality, transparency and community engagement. This will assist Lassen County Public Health (LCPH) in successfully implementing the community health needs assessment provisions and will benefit from assessment and planning, community health and related data, and awareness of evidence-based interventions.

III. Scope of Services

While additional or alternative approaches and activities may be proposed, the County expects that each proposal shall address, at a minimum, the following common elements of assessment and planning frameworks as recommended by the Centers for Disease Control (CDC):

A. Organize and plan

Cultivating and sustaining equitable community partnerships are crucial to ensuring a CHA has a positive impact. The CHA allows local Public Health agencies, stakeholder organizations and community members to collaboratively identify and prioritize community health needs. It is a tool for leveraging community assets to meet those needs. CHA findings illuminate the path for partners to implement strategies that measurably improve community health. A successful CHA collaboration helps both local Public Health agencies and communities reach their individual and shared goals.

B. Engage the community

An excellent way to gain insight into the needs and priorities of a community is to engage its members. This is particularly useful when trying to reach vulnerable/underserved populations. By drawing upon the inside knowledge of community members, LCPH can better identify mutually beneficial opportunities for the greatest impact and enable greater acceptability with the community, which will help ensure sustainability of identified intervention(s).

C. Develop a goal or vision

Create goals that increase collaboration around priority issues, serve the community with resources and assets to address needs, consider the community's day-to-day lives and experiences, strengthen relationships that are assets for improving community health, and establish continued involvement and investment in the short- and long-range success of the CHA process and any subsequent improvement efforts.

D. Conduct community health assessment(s)

The CHA will include internal data from LCPH as well as external or community data from a variety of sources at the local, State and national level. Data sources may include community surveys, key stakeholder interviews, focus groups and town hall meetings. A collaborative communitywide approach to community health needs assessment can increase the likelihood of well-targeted initiatives that address the needs of communities and improve the health of their residents. The consultant should focus on conducting evidence-based needs assessment and prioritization, making evidence-based community health investments, evaluating and measuring progress and improving quality, transparency and community engagement.

E. Prioritize health issues

Prioritizing health issues can help to identify and address disparities and ensure actions undertaken are equitable and work toward improving the health of communities. Include both quantitative and qualitative (or community voice) data to tell the story of Lassen County's assets and opportunities for improvement more accurately. Prioritization should consider the distinct characteristics of each particular data set, such as interval collection, population in relation to a service area and any inconsistencies. This will help to determine the potential of each particular resource to inform LCPH's efforts.

Development of the Community Health Assessment will inform the development and creation of a community health improvement plan (CHIP), the implementation of the CHIP, and evaluate process and outcomes.

IV. Schedule of Activities

The County intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for bidders to prepare definitive proposals and for the County to fully consider various factors that may affect its decision. This schedule is subject to change at the discretion of the County.

Scheduled Activity	Proposed Date
Release of Request for Proposals	Tuesday July 25, 2023
Last day to submit written requests for Technical Assistance	Friday, August 11, 2023, 4:30 p.m.
Answers to technical assistance questions	Tuesday August 15, 2023, COB
Proposal submission deadline and opening	Monday August 28, 2023, 4:30 p.m.
Proposal review and selection	Week of August 28, 2023
Post-review discussion with bidders	Week of August 28, 2023
Notification of selection	Week of September 4, 2023
Board of Supervisors approval of award and contract	Tuesday, September 19, 2023 (approximately)
Approximate contract start date	October 4, 2023

A. Written Requests for Technical Assistance:

Requests for technical assistance must be submitted in writing by 4:30 p.m. August 11, 2023 via U.S. Postal Service, email, or fax to:

Lassen County Health & Social Services Agency
 Attn: Cynthia Raschein
 1445 Paul Bunyan Road, Suite B
 Susanville, CA 96130
pheprograms@co.lassen.ca.us
 Fax: 530-251-2668

Responders are encouraged to not wait until the last minute to seek technical assistance. Answers to technical assistance questions will be provided no later than COB Tuesday August 15, 2023 (PST).

Questions or requests for technical assistance submitted after the deadline will not be answered.

The County requires that other county management and employees *not* be contacted by bidders during the RFP process. Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the County RFP Representative listed above for any and all inquiries.

B. Proposal Opening:

Proposals must be enclosed in **a sealed envelope or package**, clearly marked "Lassen County RFP No. PH 2023-01, Community Health Assessment" and delivered by **4:30 p.m. (Pacific Daylight Time), Monday August 28, 2023**, to: County of Lassen's Public Health Office; Attn: Cynthia Raschein, 1445 Paul Bunyan Road, Suite B, Susanville, CA 96130, where they be opened publicly. The only information disclosed at the opening will be the identity of the bidders.

C. Post-Review Discussion with Bidders:

Before making a final determination, bidders who submit proposals determined to be reasonably likely to be selected *may* be asked to meet with the evaluation committee to discuss and clarify elements of their proposal to ensure full understanding of the proposal and responsiveness to the RFP.

During such discussions, the County will not disclose rating information concerning competing bidders.

V. Format of Proposal and Content

Proposals submitted in response to this RFP must be prepared as and include the elements indicated below:

Format: Print in 12-point Ariel font, paginated, and submitted with pages clipped together, *not* stapled or bound in a folder, binder or notebook.

Proposal Summary (Exhibit A): Provide a clear and concise summary of the proposal, contact information, certifications, and signature.

Completed Proposal Checklist/Table of Contents (Exhibit B): Complete as indicated.

Program Narrative: Maximum seven (7) pages. Respond to all items below. List each item in the narrative followed by the corresponding response.

Describe in detail the services you propose to provide, including:

- A. Proposals submitted in response to this RFP should include the following elements and are to be completed in accordance with the information and outline contained in Exhibit B – Proposal Check List/Table of Contents:
1. An executive summary and brief narrative, including a detailed description of the firm's experience, business structure, history of the firm, number of years in operation and qualifications and commitment to provide the Scope of Services, based upon past experience, depth of personnel, etc.
 2. Experience in performing CHA services of similar size and scope by submitting a list of clients indicating the terms of engagements.
 3. Process/approach to be used in providing the services described in Section III – Scope of Services. Be specific and address all elements.
 4. If subcontractors are proposed, bidders must also provide a detailed description of services to be provided by each subcontractor, referencing the applicable section of this RFP, as well as the respondent's prior experience in working with the subcontractor on similar projects. The subcontractors' contact information and contract amount must be disclosed in a separate List of Subcontractors.
 5. Implementation Plan and timeline indicating the schedule for completing services.
 6. A description of the relationships between the respondent and other community-based services including contact name, phone number, and address. Where possible, please provide letters of support from those organizations that have worked with the respondent's organization that describe the nature of past and/or current collaborations.
 7. Valid and appropriate licensure to do business in the State of California.
 8. Additional documents or other material, as appendices, in support of the proposal. The proposal, however, must reference any additional material or documentation on Exhibit B – Proposal Checklist/Table of Contents.
- B. A brief description of the individual's or organization's history and capacity to provide the services proposed and résumés of proposed paid staff or subcontracted organizations.
1. Résumés for each staff member, who will, or who it is expected will perform work against the resulting contract, as well as any applicable licenses or professional certifications. Résumés should include such information in sufficient detail to demonstrate the individual's qualifications and educational background.
 2. Résumés for each member of the subcontractor's management, supervisory and other key personnel, who will, or who it is anticipated will perform work on behalf of the certified appraiser. Such résumés must clearly demonstrate knowledge, ability and experience relevant to that part of the work that the subcontractor is designated to perform.
 3. Staffing chart listing the names and positions of all persons who will be assigned to provide the services described herein.
 4. Availability to County staff and attendance at the County's Board of Supervisors' meetings, as needed.

Letters of Support: Maximum of four (4).

VI. Format of Budget Template and Narrative

The Budget Template and Narrative (**Exhibit C**) should briefly describe each of the following components: Personnel, Contracted Services, Office Expenses, Travel/Training, and Other. Please be sure to total your budget. The Budget Narrative may not exceed one (1) page and is not included in the seven (7) page limit for the Program Narrative.

VII. Proposal Submission Guidelines

Bidders must submit fifteen (15) copies of their proposal including one (1) with an original signature. The proposal must be formatted in accordance with the instructions of this RFP. Promotional materials may be attached, but are not necessary and will not be considered as meeting any of the requirements of this RFP.

Proposals must be enclosed in a sealed envelope or package, clearly marked "Lassen County RFP No. PH 2023-01 Community Health Assessment" and delivered by **4:30 p.m. Monday, August 28, 2023**, to:

Lassen County Public Health
Attn: Cynthia Raschein
1445 Paul Bunyan Road, Suite B
Susanville, CA 96130

Late or electronically submitted proposals, including those submitted via facsimile, will be disqualified and not considered by the evaluation committee.

Expenses incurred in preparation of the proposal or any other actions related to responding to this RFP shall be the responsibility of the responder.

All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the respondent shall become the property of the County.

VIII. Modification or Withdrawal of Proposals

Revisions of proposals will not be permitted after the deadline for submission of proposals except as provided by Lassen County. Permission to make any revisions must be sought from Lassen County in writing. If Lassen County initiates a revision, it will do so in writing.

IX. Selection Process

The County reserves the sole right to judge the contents of proposals. The selection process will be governed by the following criteria:

- The proposals must adhere to the instructions and format specified in this RFP.

- The evaluation will include a review of all documents and information relating to the respondent's services, organizational structure, capabilities, qualifications, past performance, and costs.
- Bidders may be required to make an oral presentation to the evaluation panel before the final selection is made.
- The County may evaluate any information from any source it deems relevant to the evaluation.

X. Selection Criteria

The selection of a proposal and contract award will be based on the criteria contained in this RFP and as demonstrated in the submitted proposal. Bidders should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.

XI. Proposal Review and Evaluation Process

All proposals will be reviewed for completeness as described above in Section VII Proposal Submission Guidelines. Only those proposals deemed to be complete will be submitted to the evaluation panel.

XII. Eligible Bidders

An organization is not considered eligible to apply unless the respondent meets the eligibility conditions to the stated criteria listed at the time the proposal is submitted. Eligible bidders include public or private non-profit 501(c)(3) entities. All bidders must comply with the criteria listed below under this RFP.

1. Respondent must be established as an appropriate legal entity as described in the paragraph above, under state statutes, and must have the authority and be in good standing to do business in California and to conduct the activities described in the RFP.
2. Respondent must be in good standing with the U.S. Internal Revenue Service.
3. Respondent may not be eligible for contract award if audit reports or financial statements submitted with the proposal identify concerns regarding the future viability of the contractor, material non-compliance, or material weaknesses that are not satisfactorily addressed, as determined by LCBH.

XIII. Suspension and Debarment

To be eligible to submit a proposal, a bidder must not be listed as an ineligible person on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities from federal programs or the California Department of Health Care Services Suspended and Ineligible Provider List for Medi-Cal program services. The Office of Inspector General defines an ineligible person as any individual or entity that is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs. They are also defined as any individual

or entity that has been convicted of a criminal offense related to the provision of health care items/services and who has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility. The California Department of Health Care Services defines a suspended individual or entity as those that have: (1) been convicted of a felony or misdemeanor involving fraud, abuse of a Medi-Cal program or any patient, or otherwise substantially related to the qualification, functions, or duties of a provider of services, (2) been suspended from the federal Medicare or Medicaid programs for any reason, (3) lost or surrendered a license, certificate, or approval to provide health care, or (3) breached a contractual agreement with the California Department of Health Care Services that explicitly specifies inclusion on their Suspended and Ineligible Provider List as a consequence of the breach. LCBH will not review a proposal submitted by an individual or entity on either list.

LCPH plans to use the following links to identify individuals and entities that are not eligible to contract with LCBH: <http://exclusions.oig.hhs.gov/> and <http://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp>. Each respondent should verify that it is not on either list prior to submitting a proposal. If a respondent is erroneously listed on either sanction list, they will be responsible for correcting the error prior to the submittal of their proposal.

LCPH requires that all potential contract entities self-disclose any pending charges or convictions against them or any individual with their organization for violations of criminal law, any sanctions, and any disciplinary actions by any federal or state law enforcement agency, regulatory agency, or licensing agency (including exclusion from Medicare and Medicaid programs).

If a contractor and/or individual within the contractor's organization become an ineligible person after LCPH has executed a contract with the entity/individual, the contractor/individual shall be removed from any responsibility and involvement with the LCPH contracted obligations that are related to federal or state health care programs/funding.

A. Evaluation

Proposals will be evaluated on seven (7) elements totaling 200 points.

Proposal Element	Maximum Point Value
Quality of respondent's plan for performing the services and activities and addressing the questions in Section III	20
Ability of respondent to perform services as demonstrated by related experience and past performance	20
Qualifications and characteristics of paid personnel and subcontractors (if proposed)	15
Past performance and experience, including specialized experience and technical competence in performing Community Health Assessments	15
Demonstration of collaboration, innovation, and creativity.	15

Quality of implementation plan and corresponding timeline.	15
TOTAL	100

XIV. Award Process

1. Each apparently qualified proposal will be evaluated by a panel consisting of no less than three or greater than five members. Bidders may be asked to make a presentation to the Evaluation Committee regarding their qualifications and/or proposal.
2. The award of a contract will be based on the quality of proposal and the ability to meet the County's needs. The County may select to award a single county-wide contract or multiple contracts for specific areas, depending upon the evaluation of the proposals.
3. Each respondent will be notified in writing or by email of the decision regarding its proposal.
4. The successful respondent(s) and the County will enter into contract negotiations.
5. Negotiated contract(s) will be submitted to the Lassen County Board of Supervisors for final approval and award.

It is anticipated that delivery of services under the contract will begin October 2, 2023, or soon thereafter. All RFP materials may be made public upon request.

XV. Cancellation

Lassen County reserves the right to reject any or all proposals received as a result of this request, to negotiate with any qualified individual/organization, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

XVI. Appeal

Bidders will have ten (10) working days after notification of non-award to file an appeal. The appeal must be made in writing and specifically state the grounds for the appeal. Letters of Appeal should be directed to:

Director, Health & Social Services
1445 Paul Bunyan Road
Susanville, CA 96130

XVII. List of Exhibits

Exhibit A - Proposal Summary and Statement of Responsibility (Signature Page)
Exhibit B - Proposal Checklist/Table of Contents
Exhibit C - Budget Template

Questions regarding this RFP should be directed to:

Cynthia Raschein
(530) 251-8384

pheprograms@co.lassen.ca.us

using "RFP PH 2023-01 Community Health Assessment" as the Subject Line

EXHIBIT A
PROPOSAL SUMMARY AND STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)

County of Lassen
Health and Social Services

RFP No. PH 2023-01
Community Health Assessment

This Proposal Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.

Certifications:

1. Do you certify that all statements in the proposal are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.

☐ YES ☐ NO

2. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services?

☐ YES ☐ NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Firm Authorized Representative

Company Name: _____ Date: _____

Representative: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

Federal Tax ID No.: _____ Email: _____

Representative Signature: _____

RFP Contact Information (if different than above)

Contact Person: _____ Title: _____

Email Address: _____ Phone: _____

Address: _____ Fax: _____

EXHIBIT B
PROPOSAL CHECKLIST/TABLE OF CONTENTS

This proposal checklist identifies the various components that must be submitted with your proposal. This form is to be completed and included in the proposal and must be located directly behind Exhibit A.

Follow this sequence in presenting your proposal with the checklist serving as your table of contents.

Proposal Check List/Table of Contents	Page No.
Proposal Summary and Statement of Responsibility (Signature Page), signed by authorized representative (Exhibit A)	
Proposal Check List/Table of Contents (Exhibit B)	
Program Narrative	
Individual/Organization Capacity (including résumés)	
Letters of Support	
Budget Template and Narrative (Exhibit C)	

EXHIBIT C
BUDGET TEMPLATE AND NARRATIVE

Applicant

Budget Detail -

Category Item/Service	Quantity (Year 1)	Cost (Year 1)
Personnel		
Contractual Services		
Office Expenses		
Travel & Training		
Other		
Total		