



DESERT HEALTHCARE DISTRICT & FOUNDATION

The Desert Healthcare District released a Request for Proposals for a Coachella Valley Community Health Needs Assessment and a Community Health Improvement Plan on October 28, 2019. Prospective applicants are able to submit questions electronically to info@dhcd.org or during the webinar that was hosted on November 14, 2019. Please see below for all questions that have been received by the District and the corresponding answers. This document will be updated as questions come in until the close of question submission on November 21, 2019:

1. Can you describe the relationship between the District, the Foundation and the Medical Center?

The District is a public entity and the Foundation is an asset of the District that is utilized to receive funding outside of public sources and to allocate resources to the community depending on the nature of the ask. The Medical Center is owned by the District; however, the District leases the facilities to Tenet Healthcare, and they operate the hospital independently from the District.

2. Will Tenet be involved in the evaluation of the proposals?

No, not to the knowledge of staff.

3. For the application, can you please elaborate on the work sample requirement?

The District is looking to receive examples of relatable Community Health Needs Assessments and Health Improvement Plans to better understand successful projects that have previously completed by the applicant.

4. On the CVs, do you prefer NIH Biosketch formats or is any biography format acceptable?

Any format will be acceptable.

5. Can you please elaborate on the Feasibility Report - what information you expect it to include? How long?

The feasibility report is a requirement of the Desert Healthcare District Board of Directors. The Board of Directors want an overview of the data sources and partners identified during the early stages and the plan to move forward. This report will be simple and high level.

6. Is it anticipated that the Feasibility Report be a go, no-go decision part way through the project?

No.

7. Are you wanting to see primary data collected for this assessment or are you imagining it will be based on secondary data?

The District is anticipating most of the data will be secondary data with the exception of data gaps that we want to further address with the community.

- 8. There are often needs that the Foundation or the District has little influence over, e.g. access to clean water. How do you see prioritizing these?**

The District hopes that prospective applicants will submit their methodology and address how needs will be prioritized. The District understands that some of the needs identified by the community or data may be areas in which the District has little influence.

- 9. Should the budget include the survey tool - do you expect that this would be a subcontracted service through a vendor such as Press Ganey?**

The budget should include any price estimates of survey tools that may be utilized during the project.

- 10. Do you have a formal list of community partners now?**

Yes, we have a list of community partners.

- 11. Can you share the prior CHNA, and who conducted it?**

This is the first Community Health Needs Assessment to be conducted by the Desert Healthcare District.

- 12. What kind of budget limit?**

The budget should not exceed \$300,000.

- 13. What is the reason for a short timeline?**

The District is looking to have the results of this project by the end of next year in order to align with the Strategic Planning process and budgeting of the District.

- 14. Can you please discuss the on-site requirement in greater detail?**

The District wants to make sure that the selected applicant is available to present the final report in-person to the Board of Directors and be available for any questions.

- 15. Can the full work plan and budget be in the appendices and not included in the 6 pages?**

Yes, the 6 pages is the narrative content with the budget and CVs allowed as appendices.

- 16. Do you have staff at DHD who will actually conduct the committee meetings / gather stakeholder input? Or is that something you'd like the vendor to do (which would need to be on-site)?**

The District is looking for the selected applicant to conduct committee meetings/gather stakeholder input.

- 17. Can you please clarify the proposal components to be included within the 6 pages?**

The 6 pages is going to focus on the content narrative of the project highlighting the expertise of organization, key personnel that will be involved in the project, references, and a heavy focus on the approach and methods that will be utilized to accomplish the deliverables.

- 18. Could you review your expectations for Steps 8-9, as these are really the "long term" aspects of implementation?**

Steps 8 and 9 will be the long-term implementation plan that will become the Health Improvement Plan and evaluation.

- 19. Could we just list references, and then provide a page with complete contact information for references as appendices (in order to save space within the 6-page limit)?**

Yes, complete reference contact information can be included in the appendices.

20. Can the budget be revised after Step 3 & Feasibility Report?

Yes, the budget is being viewed as a working, flexible document and line items may be adjusted following the findings of the Feasibility Report as long as the budget does not exceed \$300,000.

21. Do you anticipate selecting one organization to carry out the full scope of the project?

Yes, the District is planning to select one applicant to carry out the full scope of the project.

22. Under “desired qualifications”, what are examples of “other duties” which may be deemed necessary and appropriate to perform?

Other duties may include ability to be on-site for final report presentations, creating visual graphics based on data findings, ability to be flexible with conference calls with District staff during progress report updates, understanding of Coachella Valley’s unique circumstances (including its health disparities), and the ability to assemble local residents and members of the nonprofit community to inform both, the CHNA and CHIP.

23. What components of the proposal package Items 1-10 can be considered as part of appendices in addition to the cover letter?

The components that may be considered as part of the appendices include: the cover page, the table of contents, the CVs of key staff, the detailed contact information of the references, the full work plan, and the budget.

24. During the proposal review process, may we be at the Review Committee meeting to answer questions in person?

No, applicants will be reviewed and scored based on submitted content.

25. During the proposal review process, may we be at the Board meeting to answer questions in person?

No, applicants will be reviewed and scored based on submitted content.

26. “Provide biweekly progress updates of the development of the CHNA and CHIP.” Please confirm that this means twice a month (i.e., every other week), not twice a week.

The District would like to receive progress updates every other week.

27. RFP states the report should include, “The identification, prioritization, and trends of the top five health needs in the community”, and then “Needs by demographics (age, gender, race, income, educational status, etc.) under subject areas including, but not limited to, the following: poverty, education, employment, housing, health, food security, transportation, and childcare accessibility.” Is DHCD/F requesting that the top five needs be parsed by these subject areas, and again by demographics?

Ultimately, the District would like to identify the health and healthcare needs of the community broken down by demographics and then have the applicant address the impacts of other subject areas such as employment and housing (amongst other social determinant of health) on these health needs. However, the District understands that the data may be limited and not all health/healthcare needs will be able to be broken down to this level of detail.

28. The CHIP requires “Develop a community dashboard to monitor health indicators within the CHIP.” Is this intended to be an online live webpage for the public to access? Or more of an internal document that DHCD researchers and/or contractors can update from time to time?

Yes, the dashboard is intended to be an online living, working webpage embedded in the District’s website for the community to access. We are asking the applicant to develop the

content for the community dashboard. The District will be responsible for uploading this information onto its website.

- 29. Do you give preference points for contractors who are within DHCD, the way Counties (and other public procurement agencies) often give preference points for proposals submitted by contractors who live and operate within their County?**

No, preference will not be given to those organizations that operate within the District's boundaries.

- 30. CHNAs have great flexibility; that is, you can do a CHNA for \$5,000 or one for \$500,000. The level of data gathering and community involvement just increases. In this case, do you prefer: As much as we can possibly deliver for \$299,999 (e.g., "we will conduct 40 community engagement meetings") or a project that meets the RFP's stated deliverables, for less than \$300,000 (e.g., "we think 20 community engagement meetings are sufficient")**

The District is requesting the applicant to submit a budget that will accomplish the stated deliverables of the RFP. We are not prescribing the number of engagement meetings. The District will work closely with the selected partner throughout the implementation phases to ensure in-depth engagement with the community.

- 31. Does the six-page limit include the required table of contents page? Or is it six plus the table of contents?**

The table of contents will not be included in the six-page limit.

- 32. Do you also want resumes/CVs of the subcontractors? If so, should it be of the person leading the project? The firm? The firm's CEO?**

Yes, please submit resumes/CVs for any subcontractors on the project. As stated in the RFP, please include subcontractor details in the work plan.

- 33. Is there a maximum cut-off for number of project examples to be provided?**

No, there is no limit to the number of examples provided by applicant.

- 34. What does DHCD consider as "indirect expenses"? Accounting fees, office supplies, rent, utilities, telephone and internet, employee benefits, payroll taxes, etc.? Is there anything that is specifically excluded by DHCD?**

As defined by the Code of Federal Regulations (CFR) Section 200.56: "Indirect costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved."

Examples of indirect costs: Administrative and overhead, utilities and rent expenses, HR, accounting, legal fees.

- 35. Are more in-person meetings desirable/would make the proposal more compelling? We can easily be in attendance at every DHCD Board Meeting to give updates to the Board and answer any in-depth questions they may have.**

No, more in-person meetings will not make the proposal more compelling. However, being available to provide updates when instructed by staff will be of value.

- 36. Would you also like to see letters of support from various community leaders/stakeholder groups representing the Coachella Valley's diverse cultures? E.g., from the County Public Health Department, local hospitals, health and human services agencies, nonprofits,**

educational institutions, etc., stating that they are happy to work with us and support us on this project.

Yes, letters of support will be accepted in addition to the references. Please limit letters of support to five.

37. May we please see the written Q&As from other applicants?

Yes, all questions and answers submitted to the District by November 21, 2019 will be available on our website www.dhcd.org/Request-for-Proposals.

38. On the webinar, you mentioned that we could put the budget and workplan in the appendices. However, that seems contrary to what is stated in the RFP. Can you please confirm that it is OK to say “See Appendix X for the workplan” and “The total budget is \$250,000, see Appendix Y for the details”.

The six-page limit is for narrative content. It is okay to reference an appendix for the workplan and budget.

39. Who is on the Review Committee?

To assist District staff with proposal review, the District will select independent external reviewers with experience and expertise in similar work.

40. Would the vendor be allowed to subcontract with a Desert Healthcare District Foundation grantee for distinct activities, or would that be considered a conflict of interest?

Yes, the vendor will be allowed to subcontract with a Desert Healthcare District and Foundation grantee for distinct activities.