**INTRODUCTION:**

The overall objective for this competitive solicitation is to establish an agreement with one community-based organization to develop Community Health Assessments (CHAs) for the Montopolis and Del Valle communities. The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers or government agencies (Applicants) with at least three years of experience developing CHAs or conducting similar community planning processes.

The Centers for Disease Control and Prevention (CDC) defines a Community Health Assessment (CHA) as “a state, tribal, local, or territorial health assessment that identifies key health needs and issues through systematic, comprehensive data collection and analysis.” The Public Health Accreditation Board defines a CHA as “a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community’s health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation.”

Austin Public Health (APH) outlines the role of public health as promoting community-wide wellness and healthy behaviors, preventing disease, and protecting the community from infectious diseases, environmental hazards, and epidemics. Community Health Assessments help achieve these efforts through an evaluation of the community’s health and provide the opportunity to strategically organize the community around identified issues.

The Austin City Council has directed that all activities funded through this competitive solicitation be consistent with the goals of the Imagine Austin Comprehensive Plan.

**PURPOSE**:

The purpose of this competitive solicitation is to establish an agreement with a community-based organization to conduct separate Community Health Assessments for the Montopolis and Del Valle communities. Montopolis is located in part of zip code 78741 and a portion of City Council District 3. Montopolis is bounded by Grove Street on the west, Texas State Highway 71 on the south, and U.S. Route 183 on the east. Del Valle is in Travis County, and is located in part of zip code 78617 and City Council District 2.

Development of CHAs for these communities should include, but not be limited to planning and conducting CHA public engagement events such as facilitation of CHA key informant interviews, focus groups, and community forums; data collection and analysis; and drafting, finalizing, and presenting a CHA report which identifies community needs and health issues in Montopolis and Del Valle.

**FUNDING AND TIMELINE:**

$75,000 in total funding is available for a grant agreement term beginning July 1, 2017 through March 31, 2018. It is anticipated that this grant will be awarded to one agency to develop separate Community Health Assessments for the Montopolis and Del Valle communities.

**APPLICATION SUBMISSION REQUIREMENTS**

The Applicant must submit its response in a sealed envelope.

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| **ENVELOPE INSTRUCTIONS:**The envelope must be sealed and contain the following:***1 paper copy and 6 CDs or flash drives each containing all the elements below:***1. Completed Application
2. Required Attachments
3. Optional Attachments (if applicable)

The envelope should be labeled: APPLICATION DOCUMENTS [NAME OF AGENCY]  |

**Required attachments checklist:**

* Current Board of Directors bylaws
* Copy of the most recently filed 990 or 990 EZ (no older than FY 2014)
* Most recent financial audit (no older than 2015)
* The following completed sections:
	+ Section 0050 –Offer Sheet
	+ Section 0500 –Application, Scope of Work, and Instructions
	+ Section 0610 –Application Threshold Checklist
	+ Section 0835 –Non-Resident Bidder Provisions

**Optional attachment for Section II – Bonus Points checklist:**

* Approved & signed Healthy Service Environment policy/policies (*reference question 2.1*)

**ENVELOPE SHOULD BE HAND DELIVERED IN A BOX WITH THE SOLICITATION NUMBER CHA2017LW CLEARLY MARKED ON THE OUTSIDE TO AUSTIN PUBLIC HEALTH LOCATED AT 7201 LEVANDER LOOP (BUILDING H), AUSTIN, TX 78702 NO LATER THAN 11:00AM ON MAY 11, 2017.**

**Application Evaluation**

Applicants must address each question in Part I below to be considered responsive to the goals of this RFA. Part II is optional and is not required in order for an application to be considered responsive. A total of 100 points may be awarded to the application in Part I below with an additional 10 bonus points available in Part II for a potential of 110 total evaluation points. The maximum score per section is noted at the beginning of each section. All applications will be evaluated as to how the proposal aligns with the goals of this RFA and whether each question has been adequately addressed.

**Application Format**

Responses should be included for each question in Part I below and follow the word limit assigned for each question. Applicants may fill in the responses directly on this form or compile responses in a separate document.

If compiling responses in a separate document, clearly label each question and number, use size 12 Times New Roman font, double-space the document, use 1” margins, and print single sided on 8 ½ x 11 inch white paper without page scaling.

Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

**APPLICATION QUESTIONS**

Please provide a response or write N/A for not applicable in the boxes provided for each question below. It is preferable to be repetitive rather than to leave sections incomplete.

**ELIGIBLE APPLICANTS**

No points are assigned to this section, but a response is required for each question below.

**QUESTION** **1.1**: Please provide a brief description of the Applicant (organization applying for this solicitation). (*250 word limit*)

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**Applicants must meet all of the following criteria to be eligible for a grant award through this solicitation process.**

1. Applicants shall be a nonprofit or government agency that can legally contract with the City
2. City policy does not permit entering into a contract with an entity that owes taxes to the City.
3. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
4. The Applicant has submitted all due 990 tax returns to the IRS
5. The Applicant has received an unqualified and/or modified audit opinion for the two most recent consecutive audit years
	1. Audit does not reflect going concern uncertainty for the two most recent consecutive audit years
	2. No material weaknesses or significant deficiencies in financial management and/or internal control were cited in the most recent audit. If issues were noted, agency has implemented necessary changes.
6. Applicants shall be able to meet the City’s insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFA.
7. The Applicant’s Board of Directors shall:
	1. Have specific terms delineated by a beginning and ending date
	2. Have composition, size, terms, and other functions that are in compliance with the Agency’s bylaws
	3. Meet in person a minimum of four times per fiscal year
8. Within the last five years, the Applicant shall have a minimum of three years successful experience developing CHAs or conducting similar community planning processes.

**QUESTION 1.2:** Describe how the Applicant meets criteria a-d listed above (please note that a copy of the Board of Director bylaws and the most recently filed 990 or 990 EZ, or Extension to File documentation is one of the required documents as discussed in the Application Submission Requirements section of this application). (*250 word limit*)

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**QUESTION 1.3:** Provide the following contact information for the person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

1. Name
2. Email address
3. Mailing address
4. Telephone number

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**PART I – QUALIFICATIONS AND METHOLODOGY Total points: 100**

**BACKGROUND:**

The City is intentionally leaving strategies and outreach methods open beyond the criteria listed in this section, allowing Applicants to submit proposals to develop Community Health Assessments that would best capture the community needs in an effective and successful manner for the target population(s) identified. The following information provides guidelines and examples of Community Health Assessment formats that align with the intent of this RFA for Montopolis and Del Valle.

CHAs can be used as tools during the development of Community Health Improvement Plans (CHIP), which guide long-term efforts to address public health issues in communities. While development of a CHIP is not included as part of the work requested through this solicitation, Applicants should develop each CHA in a way that would enable a CHIP to be developed based on the findings in the final CHA reports.

In 2011, Austin/Travis County began the first iteration of the CHA-CHIP process for the community at large and referred to this effort as Austin/Travis County Community Health Planning. During the beginning of these efforts, a robust CHA was conducted. From this CHA, a CHIP was developed. The Austin/Travis County CHA-CHIP is available for review at this link:

<http://austintexas.gov/sites/default/files/files/Health/Info_to_Post/CHA-CHIP_Report_9-3-13.pdf>

An example of the annual report of CHIP activities for Year 1 of CHIP implementation can be viewed at this link:

<http://www.austintexas.gov/sites/default/files/files/Health/Info_to_Post/CHIP_Annual_Update_10-2014.pdf>

Other examples of local Community Health Assessments are as follows:

1. St. David’s Community Health Needs Assessment by county: <https://stdavidsfoundation.org/about-us/community-health-needs-assessment>
2. Asian American Health Assessment 2014: <http://austintexas.gov/sites/default/files/files/Communications/Asian_American_Health_Assessment_document_2014-.pdf>
3. Rundberg Community Health Assessment and Improvement Plan Summary Report: <https://austintexas.gov/sites/default/files/files/RestoreRundberg/Rundberg_Community_Health_Assessment_Summary_Report.pdf>
4. Seton Family of Hospitals Community Health Needs Assessment: <https://www.seton.net/wp-content/uploads/2016/06/Travis-CHNA-2016.pdf>

**APPROACH AND METHODOLOGY:**

The selected Applicant shall develop a framework for each Community Health Assessment. The CHA initiative should have a broad outreach and work collaboratively with community based organizations, non-profits, worksite, faith-based, educational, and health care partners that serve the Montopolis and Del Valle communities.

A tool commonly used to guide CHA planning is the Mobilizing for Action through Planning and Partnership (MAPP) model. MAPP is an interactive strategic planning process used by the National Association of County and City Health Officials (NACCHO). MAPP assessments include: 1) Community Themes & Strengths 2) Local Public Health System 3) Community Health Status and 4) Forces of Change. To learn more about the MAPP process please review the following website: <http://archived.naccho.org/topics/infrastructure/mapp/framework/mappbasics.cfm>

Other approaches and planning models are also acceptable options for this solicitation.

**QUESTION 1.4:** Describe the overall strategy and structure to be used by the proposed Community Health Assessment approach. Describe how MAPP or another framework will be incorporated as part of the process (*400 word limit*)

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**QUESTION 1.5:**  Please describe how the Applicant has coordinated and collaborated with other agencies (*i.e. community based organizations, non-profits, worksite, faith-based, educational, and health care partners, etc.*) during previous projects related to community outreach and planning. If you have not previously coordinated with other agencies that serve the Montopolis and Del Valle communities, describe your plan for establishing coordination. (*150 word limit*)

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**QUESTION 1.6:** Provide a description of the community resources that will be utilized to demonstrate the health status and needs in the Montopolis and Del Valle communities. Resources may include but not be limited to:

1. Community reports
2. Demographic/Census data
3. Unmet need(s) demonstrated through waitlists or other means
4. Data from community databases or health information exchanges (Integrated Care Collaboration’s ICare, Ending Community Homelessness Coalition’s HMIS or others), showing community unmet need(s) (if applicable)

(*200 word limit*)

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**QUESTION 1.7:** Activities related to the CHA effort should include, but not necessarily be limited to the following:

1. Planning and conducting CHA events and CHA data collection and analysis.
2. Planning and conducting the facilitation of CHA key informant interviews, CHA focus group and CHA community forums with input from residents who live and work in those communities, community based organizations, local service providers, and Austin Public Health.
3. Preparing draft and final CHA reports for Montopolis and Del Valle.
4. Coordination with the Austin/Travis County CHA (A/TC CHA) including meetings at the launch, midpoint, and end of CHA process with A/TC CHA planners to identify opportunities for alignment as well as presentation of CHA findings to the A/TC CHA Steering Committee and Core Coordinating Committee.
5. Developing CHAs in a format that could support and inform the development of CHIPs

Please provide a proposed outline of activities including a timeline for the Community Health Assessments requested as part of this RFA. The response to this question should include separate timelines and activities for Montopolis and Del Valle.

 (*350 word limit*)

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**QUESTION 1.8:** Describe any barriers and/or challenges your organization may encounter implementing the proposed strategy/strategies and how your agency will overcome them. (*150 word limit*)

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**QUESTION 1.9:** Describe Applicant’s three (3) or more years of experience developing Community Health Assessments and/or other community planning initiatives identical or similar to those proposed in this application. Describe relevant experience or expertise within your agency that you anticipate will help the project succeed. (*150 word limit*)

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**QUESTION 1.10:** Describe how the Applicant’s policies and practices will align with the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>) to ensure cultural and language differences are not a barrier to participation in the CHA. (*200 word limit*)

1. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
2. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
3. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
4. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.

*Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified in the previous sentence but no preference will be given for doing so.*

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**QUESTION 1.11:** CHAs are typically used as tools during the development of Community Health Improvement Plans (CHIPs), which can guide long-term efforts to address public health issues in a community. While development of a CHIP is not included as part of the work requested through this solicitation, Applicants should develop each CHA in a way that would enable a CHIP to be developed partly based on the findings in the final CHA report.

Describe how the Montopolis and Del Valle CHAs will be developed to inform and support potential future development of CHIPs.(*150 word limit*)

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**POPULATION(S) SERVED:**

**Target Population:** All residents who live and/or work in the Montopolis and Del Valle communities.

**QUESTION 1.12:** Describe how the target population (*the people the Community Health Assessment is intended to reach and represent*) will be engaged during the Community Health Assessment process. (*150 word limit*)

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**QUESTION 1.13:** If the target population is similar to communities your organization has previously worked with, please provide a description of your experience and success working with this population. (*100 word limit*)

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**QUESTION 1.14:** If the target population is different from populations your organization has previously worked with, describe the modifications and new strategies you will implement to effectively reach and work with the new target population(s). (*100 word limit*)

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**QUESTION 1.15:** Describe any barriers and/or challenges the target population may encounter participating in the CHA development process, and how these barriers and challenges will be mitigated. (*150 word limit*)

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**DATA COLLECTION AND ANALYSIS:**

**QUESTION 1.16:** Describe past successes and challenges with data collection, analysis and reporting, including past experience accessing secondary data (data collected by someone other than the Applicant). (*100 word limit*)

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**QUESTION 1.17:** Describe how data will be used to describe health status indicators and to identify community needs, including both quantitative and qualitative data. (*100 word limit*)

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**QUESTION 1.18:** Describe how the Applicant will track and report individual and group participation in the CHA process (including but not limited to demographic, geographic, organizational representation) (*100 word limit*)

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**STAFFING:**

**QUESTION 1.19:** Please provide descriptions of qualifications and/or certifications held by staff members in your organization that will work on designing and/or implementing the Community Health Assessments for Montopolis and Del Valle. (*150 word limit*)

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**CONNECTION TO IMAGINE AUSTIN:**

Imagine Austin is a 30-year plan for the City’s future and anticipated growth that was developed from extensive community input. Imagine Austin is based on Austin’s greatest asset: its people, and lays out a vision for future City growth.

But unlike your typical municipal comprehensive plan, Imagine Austin also covers quality of life issues beyond land use, like investing in our creative economy and advancing healthy, affordable living. Together, your local government is partnering with you for a more livable and vibrant Austin.

The Applicant shall indicate how the proposed project in this application corresponds to the Imagine Austin Comprehensive Plan vision statement **and** one or more of its core mission statements.

**The Imagine Austin Comprehensive Plan vision statement states:**

**“Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its citizens, and where the necessities of life are affordable and accessible to all.”**

**Imagine Austin’s core mission statements**, as they relate to the City’s social service investments, are as follows:

**Austin is Livable**: All residents have a variety of urban, suburban, and semi-rural lifestyle choices with access to quality schools, libraries, parks and recreation, health and human services, and other outstanding public facilities and services.

1. Austin’s diverse population is active and healthy, with access to locally-grown, nourishing foods and affordable healthcare

**Austin is Educated**: Austin provides everyone with an equal opportunity for the highest quality of education that allows them to fully develop their potential. Networks of community partnerships support our schools and ensure that our children receive the resources and services they need to thrive and learn.

1. Our school campuses provide safe and stable environments enabling future success
2. Every child in Austin has the chance to engage with other cultures, communities, and languages, providing pathways for healthy development and the critical thinking skills students need as future citizens of Austin and the world.

**Austin is Prosperous**: Austin’s prosperity exists because of the overall health, vitality, and sustainability of the city as a whole — including the skills, hard work, and qualities of our citizens, the stewardship of our natural resources, and developing conditions that foster both local businesses and large institutions.

1. Equitable opportunities are accessible to all through quality education, training, and good jobs

**Austin Values and Respects its People**: Austin is its people. Our city is home to engaged, compassionate, creative, and independent thinking people, where diversity is a source of strength, and where we have the opportunity to fully participate and fulfill our potential.

People across all parts of the city and of all ages and income levels live in safe, stable neighborhoods with a variety of affordable and accessible homes with access to healthy food, economic opportunity, healthcare, education, and transportation (<http://assets.austintexas.gov///webiacpfullreduced.pdf>).

**QUESTION 1.20:** Describe how the proposed Community Health Assessments for Montopolis and Del Valle correspond to the Imagine Austin Comprehensive Plan vision statement **and** one or more of its core mission statements. (*150 word limit*)

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**Part II – Bonus Evaluation Points Total points: 10**

1. **Healthy Service Environment**

**Maximum 10 points**

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented **or** agreeing to implement any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

* Tobacco-free Campus (**3 points**) - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:
	+ Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers, and visitors.
* Mother-Friendly Workplace (**3 points**) - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
	+ employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
	+ the provision of accessible locations allowing privacy;
	+ access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
	+ access to hygienic storage alternatives in the workplace for the mother’s breast milk (may include the allowance of personal coolers onsite).
* Employee Wellness Initiative (**3 points**) - The Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
* Violence Prevention Policy (**1 point**) - The Applicant is committed to providing a safe environment for working and conducting business. The Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. The Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.

Technical assistance is available from the Chronic Disease and Injury Prevention Unit of Austin Public Health to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative.  They can be contacted at 512-972-5222.

**QUESTION 2.1:** If applicable, describe how the Applicant **has implemented** one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application. (*150 word limit*)

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**QUESTION 2.2:** If applicable, describe how the Applicant **plans to implement** one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position title only, responsible for ensuring implementation. (*150 word limit*)

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**ADDITIONAL INFORMATION:**

**Proposal Acceptance Period:** All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

**Proprietary Information:**  All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**Exceptions:** Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

**Application Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

**Contract Adjustments:** The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, Applicant’s ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the contractor.