

REQUEST FOR PROPOSALS



2019 Community Health Needs Assessment

Issue Date: Thursday, May 3, 2018

**Submission Deadline: Friday June 1, 2018
12:00 p.m. CST**

Background

St. David's Foundation is part of the public-private partnership known as St. David's HealthCare, which operates several hospitals in the Central Texas region. The Foundation represents the public arm of the partnership and is designated as a 501(c)3 nonprofit hospital by the IRS. Each year the Foundation returns a share of St. David's HealthCare's earnings to the community in the form of grants and programs. The Foundation's grant making occurs within a five-county area in Central Texas and focuses on the Foundation's three Strategic Priorities: Healthiest Care, Healthiest People, and Healthiest Places. In recent years, the Foundation has experienced growth in its budget and impact. In 2018, the Foundation plans to invest more than \$75 million through grants and direct programs focused on community health. More information on the Foundation can be found at: www.stdavidsfoundation.org.

Though the Foundation is known in the Central Texas community as a grantmaker and direct service provider, as an IRS-designated non-profit hospital, St. David's Foundation is required to complete a Community Health Needs Assessment (CHNA) and adopt an Implementation Plan (IP) at least once every three years, per requirements of the Affordable Care Act (a more user-friendly version of the IRS requirements is available here). St. David's Foundation completed a CHNA/IP in 2013 and 2016, and plans to complete its next CHNA/IP in 2019. In addition, the Foundation underwent a Strategic Planning process in 2016 which resulted in the current Strategic Plan, covering the period of January 2017-December 2019. The Foundation would like to utilize the 2019 CHNA Process to provide data to assist in refreshing the current Strategic Plan, which will cover the period January 2020 – December 2022.

Green = IRS requirement; Blue = Foundation project



Past CHNAs/IPs are available at: <http://stdavidsfoundation.org/about-us/community-health-needs-assessment>

Project Overview

This RFP is focused specifically on the CHNA portion of the IRS requirement. The intended audience of this project is the Foundation's board and staff leadership, as well as the general public, since the Assessments will be made publicly available via our website. The goal of this project is to develop reports for the Community Health Needs Assessments that will successfully feed into the Foundation's refinement of its strategic plan, which will include a community engagement component (an RFP for this later phase of the work will be released in early 2019).

Situation

St. David's Foundation plans to conduct CHNAs in five Central Texas counties (Bastrop, Caldwell, Hays, Travis, and Williamson). St. David's is collaborating with other entities (hospitals, public health departments, and others) to conduct the CHNA in each county, and the following chart shows which collaborating entity is taking the lead on each component of the CHNA. Please note that the CHNA report will be written exclusively for St. David's, as the other collaborators will produce their own report using the shared quantitative and qualitative data. A written summary of the qualitative findings will be produced for collaborating partners to assist in their report development:

Responsible entities for CHNA components, by County				
County	Collaborators (as of 5/4/18)	Quantitative Data	Qualitative Data	CHNA Report for use by St. David's
Bastrop	St. David's Foundation, Georgetown Health Foundationn, Seton	Seton	St. David's Foundation	St. David's Foundation
Caldwell	St. David's Foundation, Georgetown Health Foundationn, Seton	Seton	St. David's Foundation	St. David's Foundation
Hays	St. David's Foundation, Georgetown Health Foundationn, Seton, Baylor Scott & White, others pending	Seton	St. David's Foundation	St. David's Foundation
Travis	St. David's Foundation, Georgetown Health Foundationn, Seton, Baylor Scott & White, Austin Public Health, others pending	Health Department	St. David's Foundation	St. David's Foundation
Williamson (<i>not included in this scope of work</i>)	St. David's Foundation, Georgetown Health Foundationn, Seton, Baylor Scott & White, Williamson County & Cities Health District and other community partners	Health Department	Baylor Scott & White	Health Department

St. David's Foundation is taking the lead on the Qualitative data collection for four of the five counties, and per IRS guidelines, will be gathering community input to identify and prioritize the health needs of the community. St. David's seeks consultant assistance to guide the development of the community input sessions, conduct these sessions, create summaries of the findings from the sessions, make meaning of the quantitative and qualitative data gathered, and develop a CHNA report for the four counties listed above that fulfills the IRS requirements. Please note that the fifth report, for Williamson County, will be produced by the Williamson County Health Department, and is not included in this project.

Scope of Work

The scope of work covers two areas: 1) Community Input Sessions, and 2) CHNA Reports by County that will serve as fulfillment of the IRS requirement as well as meaningful input for the Foundation's Strategic Planning refinement in 2019. Each area is described below:

1) Community Input Sessions

Planning & Facilitation

Working collaboratively with St. David's Foundation staff and our collaborating partners, the consultant will map out the invitees, structure, and content of community input sessions in four counties (Bastrop, Caldwell, Hays and Travis). Input may be gathered through a combination of in-depth interviews and facilitated stakeholder meetings/focus groups. We are open to

other qualitative methods, and would work closely with the selected consultant to finalize the research questions, intended participants, and appropriate approach(es). As appropriate, we plan to incorporate quantitative data in the community input sessions to provide context. In the proposal, respondents should describe their proposed qualitative methods for collecting meaningful information at these sessions.

Responsibilities of Consultant and CHNA Steering Committee (by County)

The Consultant will be responsible for:

1. Recruiting input session participants (with guidance from Steering Committee)
2. Securing meeting locations
3. Providing equipment and resources necessary to conduct the community input sessions
4. Recording findings from the sessions
5. Providing healthy refreshments, as needed
6. Providing participation incentives, as needed
7. Making arrangements for language interpretation, as needed
8. Coordinating with other existing assessment efforts to ensure they complement each other

The Steering Committee will be responsible for:

1. Providing input to Consultant on structure, potential participants, and content for sessions

Analysis

Following the Community Input Sessions, the consultant will analyze the feedback to conduct a high-level qualitative review per county. At a minimum, these county-specific qualitative review reports should identify key themes that emerge across all groups, unique issues that emerged for specific populations, and include illustrative quotes from interviewees/participants. These county-level reports will be shared with the collaborators so they can be used in the development of their respective CHNA reports.

2) Development of CHNA Reports by County

The consultant will obtain quantitative data from the appropriate entity (see chart above) and incorporate with qualitative data to develop CHNA reports by county that fulfill the requirements of the IRS. Quantitative data will be shared in the format that is preferred by the selected consultant and will include publicly available, county-level data on health (including, for example, rates of disease, access to care and social determinants of health) broken out by demographics such as race/ethnicity and income level, to help identify health disparities.

Deliverables

1. Work Plan to St. David's Foundation Staff
2. Participation in an in-person kick-off meeting with St. David's Foundation and county-specific collaborating partners to clarify expectations and discuss process for each county
3. Community Input Sessions (interviews, focus groups, and/or other methods) in four (4) counties. Details will be finalized during the kick-off meeting, but for planning purposes, following is an estimate of the number of sessions:
 - a. Bastrop: 1-3 facilitated stakeholder meetings/focus groups and/or 3-5 key informant interviews (including coordination with existing assessment efforts)
 - b. Caldwell: 1-3 facilitated stakeholder meetings/focus groups and/or 3-5 key informant interviews
 - c. Hays: 1-3 facilitated stakeholder meetings/focus groups and/or 3-5 key informant interviews
 - d. Travis: 1-3 facilitated stakeholder meeting/focus group and/or 3-5 key informant interviews (including coordination with existing assessment efforts)
4. Written summary reports from community input sessions, including relevant quotes, to share with collaborating partners (partners will produce their own CHNA Reports)
5. Draft Reports by County for St. David's Foundation Staff/Board Review (four total)

6. Final Reports by County to St. David's Foundation Staff/Board (four total)
7. In-person presentation to St. David's Foundation Staff/Board (powerpoint format; one draft and final)
8. Follow up activities at an agreed hourly rate, if necessary

Timeline

Following is the projected timeframe for the project:

- June 8, 2018: St. David's Foundation (with input from collaborating partners) will select a firm for this project
- June/July 2018: Planning, including approach to incorporating quantitative data
- August – November 2018: Community Input Sessions conducted
- December 2018 (or earlier): Summary of qualitative findings and key quotes, by county, shared with collaborators
- February 1, 2019: Draft CHNA Reports (four total) due to St. David's Foundation
- March 1, 2019: Final CHNA Reports (four total) due to St. David's Foundation

How to Submit a Proposal

Interested parties should submit the following, no later than **12pm Central Time on Friday, June 1, 2018**, to Becky Pastner, bpastner@stdavidsfoundation.org. Final selection of the Firm will be made by Friday, June 8, 2018. If there are questions, please contact Becky at bpastner@stdavidsfoundation.org or (512) 879-6237.

1. A project work plan specifying how you would carry out the scope of work (including the methods you propose for gathering community input, and rationale for those methods), as well as a detailed timeframe for completion of the project. Please identify by name the consultant(s) who will do the work, and their respective responsibilities, including project manager/key point of contact.
2. Description of experience with IRS-required Community Health Needs Assessments or relevant experience in performing similar projects, including reflections on what you learned from the experiences, how you've incorporated those lessons, and how past clients/communities actually used your work.
3. Brief description of experience and lessons learned from collaborating with other consultants/firms on past projects.
4. Brief description of your approach to diversity, equity, and inclusion and how this informs your work.
5. A firm estimate of fees and expenses to be charged by deliverable, including the hourly rate proposed for this work and whether that rate varies by staff or is a blended rate. Please specify which costs are for community input sessions and which costs cover report development.
6. Resumes of all consultants who would be involved in the project.
7. An example of a similar deliverable produced for another client.
8. At least three references for similar projects completed within the last five years. Each reference should describe the project, dates of work, outcomes achieved, and a client reference that includes name, title, email and phone contact.

Response Format

All responses must be:

- Page numbered with the respondent's name on each page
- Organized according to the list above
- Formatted for 8.5 x 11 inch paper
- In font size 12 point for normal text and no less than 10 point for any graphics
- No more than 12 pages, excluding resumes, work product examples or other attachments
- All elements of the response must be contained in a single PDF file

St. David's Foundation Point of Contact

St. David's Foundation single point of contact for this RFP and the delivery point for all responses and correspondence is:

Becky Pastner, Chief Impact and Metrics Officer
St. David's Foundation
512-879-6237
bpastner@stdavidsfoundation.org

cc: Caren Wood, Executive Assistant
cwood@stdavidsfoundation.org

Review and Selection

The Foundation has established a Project Steering Committee, composed of staff members from St. David's Foundation and our collaborating partners. The Project Steering Committee will be responsible for proposal review and selection. An award is expected to be made based on the submitted RFPs. The selection process is expected to be complete by June 8, 2018. Please note that the Project Steering committee may request additional information via an in-person interview for Austin-area consultants, or via Skype if respondent is located elsewhere.

Cost of Services

The cost of services will be determined by the final accepted work plan. The contract resulting from this RFP will be structured to pay based on deliverables (e.g. community input sessions, final CHNA reports).