

## Request for Proposal

# Community Health Needs Assessment

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**Issue Date: Monday, March 15, 2021**

**Submission Deadline: Thursday, April 15, 2021 5:00 p.m. Central Time**

**Point of Contact:**

Becky Pastner | Vice President of Evaluation & Strategic Learning

[bpastner@stdavidsfoundation.org](mailto:bpastner@stdavidsfoundation.org)

St. David's Foundation

512.879.6237

## About St. David's Foundation

St. David's Foundation is a health foundation investing more than \$80 million annually in a five-county area surrounding Austin, Texas, with a total population of about two million residents. Through a unique partnership with St. David's HealthCare, the Foundation reinvests proceeds from the hospital system back into the community in the form of grants and initiatives, with a goal of advancing health equity and improving the well-being of our most underserved Central Texas neighbors. St. David's Foundation also operates the largest mobile dental program providing charity care in the country and runs the largest healthcare scholarship program in Texas. Learn more about St. David's Foundation at [www.stdavidsfoundation.org](http://www.stdavidsfoundation.org)

## Background

Designated as a 501(c)3 nonprofit hospital by the IRS, 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](#). The Foundation collaborates with other healthcare providers in the region to conduct CHNAs, and plans to utilize the 2022 CHNA Process to provide data to assist in updating the Foundation's Strategic Plan, which will cover the period January 2023 – December 2025. Past CHNAs/IPs are available at: <https://stdavidsfoundation.org/grantmaking/community-needs-assessments/>

*Dark Blue = IRS requirement; Light Blue = Foundation project*



## Project Overview

With this RFP, St. David's Foundation is seeking a consultant who can provide support 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, and we intend to use the findings for various community engagement and education opportunities. The goal of this project is to develop reports for the Community Health Needs Assessments in coordination with community partners that will successfully feed into the Foundation's strategic planning efforts.

## Situation

St. David's Foundation plans to conduct CHNAs in five Central Texas counties (Bastrop, Caldwell, Hays, Travis, and Williamson), and is seeking consultant support for four of these counties (the Travis County assessment will be fully executed by the health department). 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/entities are taking the lead in each component of the CHNA. Strong coordination and communication among participants and consultants will be key to reducing duplication of effort. Please note that the CHNA reports for Bastrop, Caldwell, and Hays counties will be written exclusively for St. David's, as the Travis and Williamson county reports will be produced by their respective health departments. 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.

*\*Notation where consultant assistance is needed.*

County	Collaborators (as of 3/15/2021)	Quantitative Data	Qualitative Data	CHNA Report for use by St. David's
Bastrop	St. David's Foundation, Georgetown Health Foundation, Ascension Seton	Ascension Seton	*St. David's Foundation	*St. David's Foundation
Caldwell	St. David's Foundation, Georgetown Health Foundation, Ascension Seton	Ascension Seton	*St. David's Foundation	*St. David's Foundation
Hays	St. David's Foundation, Georgetown Health Foundation, Ascension Seton, Baylor Scott & White, others pending	Ascension Seton/Baylor Scott & White	*St. David's Foundation/Baylor Scott & White	*St. David's Foundation
Travis (not included in this scope of work)	St. David's Foundation, Georgetown Health Foundation, Ascension Seton, Baylor Scott & White, Austin Public Health, others pending	Health Dept/Baylor Scott & White	Health Dept/Baylor Scott & White	Health Dept
Williamson	St. David's Foundation, Georgetown Health Foundation, Ascension Seton, Baylor Scott & White, Williamson County & Cities Health District and other community partners	Health Dept/Baylor Scott & White	*St. David's Foundation/Baylor Scott & White	Health Dept

St. David's Foundation will be collecting qualitative data 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 (virtually, if needed, to align with public health guidance during the COVID-19 pandemic), create summaries of the findings from the sessions, make meaning of the quantitative and qualitative data gathered (in collaboration with St. David's Foundation staff), and develop a complete CHNA report for the three counties listed above that fulfills the IRS requirements and will provide meaningful insights for strategic planning.

## **Scope of Work**

The scope of work covers three key tasks): 1) Plan, Facilitate, and Summarize Findings of Community Input Sessions in Bastrop, Caldwell, Hays, and Williamson counties, 2) Complete Final CHNA Reports by County (for Bastrop, Caldwell, and Hays) that will serve as fulfillment of the IRS requirement as well as meaningful input for the Foundation's Strategic Planning in 2022, and 3) Sense-making sessions with St. David's Foundation staff to make meaning of the report data for each of the five counties. 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 virtual community input sessions in three counties (Bastrop, Caldwell, and Hays). Input may be gathered through a combination of in-depth interviews and facilitated community conversations/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:

- Recruiting input session participants (with guidance from Steering Committee),
- Securing meeting locations, if safe to host in-person gatherings
- Providing resources necessary to conduct the community input sessions virtually, if needed
- Recording findings from the sessions,
- Providing healthy refreshments, as needed, if safe to host in-person gatherings
- Providing participation incentives, as needed
- Making arrangements for language interpretation, as needed.
- Coordinating with other existing assessment efforts to ensure they complement each other.

The Steering Committee will be responsible for:

- 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 (focusing on needs as well as strengths), 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 Excel and/or Tableau 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 care needs, health disparities, and access issues.

## **3) Sense-Making Sessions with St. David's Foundation Staff/Board**

Upon completion of the CHNA reports, the selected consultant will facilitate sense-making sessions to illuminate themes, insights, and opportunities across the region and by county, to bring the reports to life and prepare staff to utilize the data for strategic planning. We welcome the selected consultants' input on the approach to these sessions in relation to other activities (e.g. purpose, timing, participants).

### **Deliverables**

- Work Plan to St. David's Foundation staff
- Participation in a virtual kick-off meeting with St. David's Foundation and county-specific collaborating partners to clarify expectations and discuss process for each county
- Community Input Sessions (interviews, focus groups, and/or other methods to collect feedback from community members) in four (4) counties in coordination with existing assessment efforts. Details will be finalized during the kick-off meetings, but for planning purposes, following is an estimate of the number of sessions:
  - a. Bastrop: 1-3 facilitated community conversations/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 community conversations/focus groups
  - d. Williamson: 1-6 facilitated community conversations/focus groups

- Written summary reports from community input sessions, including relevant quotes, to share with collaborating partners (partners will produce their own CHNA Reports)
- Draft CHNA Reports by County for St. David's Foundation Staff/Board Review (three total)
- Final CHNA Reports by County to St. David's Foundation Staff/Board (three total)
- Sense-making sessions with St. David's Foundation Staff/Board to identify themes, insights, and opportunities.
- Follow up activities at an agreed hourly rate, if necessary.

## Timeline

Following is the projected timeframe for the project:

- By May 31, 2021: St. David's Foundation (with input from collaborating partners) will select a firm for this project.
- June 2021: Planning, including approach to incorporating quantitative data
- June - October 2021: Community Input Sessions conducted
- December 2021 (or earlier): Summary of qualitative findings and key quotes, by county, shared with collaborators
- February 1, 2022: Draft CHNA Reports (three total) due to St. David's Foundation
- March 1, 2022: Final CHNA Reports (three total) due to St. David's Foundation

## Submission Details

Interested parties should submit the following information as a single PDF to the point of contact for this RFP, Becky Pastner, [bpastner@stdavidfoundation.org](mailto:bpastner@stdavidfoundation.org), **no later than 5:00 p.m.**

**Central Time on Thursday, April 15, 2021.** A complete proposal will include:

1. Cover letter.
2. 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), your proposed frequency and format of progress updates to St. David's Foundation staff, as well as a detailed timeframe for completion of the project.
3. List of the consultant(s) who would do the work, their respective responsibilities, and their experience with similar projects. Please include the number of years of relevant experience for each consultant and identify who will serve as project manager/key point of contact.
4. Resumes of all consultants who would be involved in the project.
5. 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.
6. Brief description of experience and lessons learned from collaborating with other consultants/firms on past projects.
7. Brief description of your approach to diversity, equity, and inclusion and how this informs your work.

8. 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.
9. An example of a similar deliverable produced for another client.
10. 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. Please also note whether virtual data collection methods were utilized for the project.

**All responses must be:**

- Page numbered with the respondent's/firm'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 ten (10) pages, excluding bios or other attachments; brevity is appreciated
- 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**

Vice President of Evaluation & Strategic Learning

St. David's Foundation

512-879-6237

[bpastner@stdavidsfoundation.org](mailto:bpastner@stdavidsfoundation.org)

cc: Caren Wood, Executive Assistant

[cwood@stdavidsfoundation.org](mailto: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 May 31, 2021. Please note that the Project Steering committee may request additional information via video interview.

**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).