



Request for Proposal (RFP)
Community Health Needs Assessment

1.0 INTRODUCTION

The Town of Windsor, CT, with funding provided by the CT Department of Public Health Preventive Health Strategies at Work in Connecticut Communities grant, is seeking proposals from qualified companies for a contract to complete a comprehensive Community Health Needs Assessment (CHNA). Proposals will be accepted until September 3, 2024 via email to Michael Pepe, Director of Health Services, pepe@townofwindsorct.com. The email subject line should include "RFP Community Health Needs Assessment".

2.0 BACKGROUND

The Town of Windsor, located in Hartford County, Connecticut, is a vibrant community of approximately 30,000 citizens that combines small-town New England character and charm with extensive office, commercial and manufacturing activity. Windsor is dedicated to ensuring the well-being of its residents through various initiatives aimed at promoting health, awareness, and education. The grant funding awarded through the CT Department of Public Health underscores our town's dedication to fostering a healthier and more resilient community by emphasizing the importance of mental health support and suicide prevention activities.

More information about the town and the array of services provided can be found at <http://www.townofwindsorct.com>

3.0 PROJECT OBJECTIVES

The Company will explore the Town of Windsor's health and wellness with a focus on mental health and suicide risk. Strengths, weaknesses, and barriers will be identified for all resident populations by conducting an assessment that combines the demographic and health-related data analysis with robust community engagement and participation. The Company will utilize the assessment to identify and prioritize mental health needs and to guide the Town of Windsor in developing their community mental health and suicide risk reduction initiatives.

4.0 SCOPE OF WORK

The successful awardee shall develop the following items for the project, including, but not limited to:

- Apply critical public health and wellness practices and lessons learned from other similar and applicable community-based participatory health assessment efforts.

- Identify, build, and maintain relationships with critical partners including, but not limited to, local healthcare institutions, academic institutions, social service providers, government agencies, businesses, faith leaders, education system, non-profit organizations, neighborhood groups, and others as appropriate.

- Conduct a CHNA and identify and prioritize health and wellness needs to build a culture of health across the Town of Windsor, which assesses existing conditions/programs and identifies focus areas and recommendations for future mental health promotion and suicide prevention initiatives. This should include, but is not limited, to:

- ❖ Use the most recent secondary data sources to create a regional community health data profile based on the town’s zip code and county levels.
- ❖ Discover and collect all quantitative data sources available at the Town level.
- ❖ Collect qualitative data through community engagement and feedback.
- ❖ Design a comprehensive community health needs assessment/survey tool to gather relevant information regarding the health of the Windsor community. Distribute the survey through a variety of channels to optimize survey responses.
- ❖ Identify state and national benchmarks to be used to compare results and compare the benchmarks with collected data.
- ❖ Analyze and verify all data and survey responses and identify common trends.
- ❖ Ensure through engagement of all resident demographic groups (children, adolescents, adults and underserved populations) and stakeholders to collect and analyze data in support of the CHNA.

- Write a comprehensive CHNA report. This would include an executive summary, goals and purpose, needs assessment data analysis, conclusions, recommendations, engagement process, as well as detailed findings with observation and research data and would highlight the overall needs of the Town.

- Guide the prioritization of community health needs; identify community assets and existing programs and resources; and lead the formation of strategies, goals, and measurable outcomes to address target populations and community mental health and wellness needs.

- Present a final CHNA report to appropriate audiences in the town including, but not limited to, Windsor Town Council.

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5.0 RFP SUBMISSION

Companies must use the following format. This information will be used in the evaluation of the proposals.

5.1 Title Page

Submit a Title Page that provides the RFP subject, the bidding entity's name and address, the contact person's name, address, telephone number, and email address, and the date of the Proposal.

5.2 Table of Contents

Companies should clearly identify all material included in the proposal by section and page number.

5.3 Project and Company Details

Companies should write a narrative that is numbered/lettered to correspond to each item in the following section. Each item will be taken into consideration when reviewing and evaluating the proposals.

A. Introduction and Approach

- 1). Give an overview of the proposed approach to the creation of the CHNA.

B. Company and Staff

- 2). Provide information adequately describing background and expertise. This should include information on the company itself as well as the individuals that would be designated as the primary point of contact and those providing services.

- b. Must possess strong communication and facilitation skills and the ability to cultivate relationships with a diverse set of stakeholders

c. Must have prior experience with community health needs assessment, survey development and comprehensive data analysis

C. Quality of Work

a. Companies should provide samples of previously completed CHNAs and Community Health Improvement Plans (CHIP) that are representative of experience, organization and skill/talent. Please know that materials submitted as a part of the proposal will not be returned and may be subject to public records requests.

D. References

a. Companies should provide a minimum of three (3) references that they have performed similar services for within the past five (5) years. Reference information should include entity name, contact name, and phone number.

E. Detailed Program Description

a. Describe your approach to the scope of work listed in section 4.0. Please include a timeline with estimated dates for completion.

F. List of Services

a. Companies should submit a list of services provided in-house and services provided by outside consultants. Provide a brief description of these outside consultants, their roles and capabilities.

G. Cost

a. Companies should provide an outline of proposed costs with details regarding the expenses involved to provide the services listed in this RFP.

H. Insurance

a. Include your company's professional liability coverage

6.0 EVALUATION CRITERIA

The following factors will be considered by the Town in evaluating the proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Company's approach to project including company's perception of the project requirements, and understanding of the customer's needs and objectives.
- The qualifications and experience of the company and any other key personnel.
- Familiarity and experience with the scope of work.
- Project work plan with suggested timeline for completion of project phases.
- Company's professional liability coverage (RFP Insurance requirements are available upon request).
- Cost.

7.0 SELECTION PROCESS

This request for proposals does not commit the Town of Windsor to enter into an agreement, or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted become the property of the Town of Windsor. The Town of Windsor will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Town will determine the specific companies whose proposals best meet all criteria required and may conduct interviews with these companies. Upon completion of interviews, the Town may or may not make a recommendation for further consideration. The Town of Windsor reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with selected respondents, or to cancel in part or in its entirety this request for proposals process, and to waive any informality if it is in the best interests of the Town to do so. The Town of Windsor encourages small, minority, and women-owned companies to participate in its procurement and contracting activities.

8.0 PROCUREMENT

- RFP Issuance: 8/6/24
- Proposal Submission Deadline: 9/3/24 5:00 PM
- Winning Bidder Notifications: 9/10/24
- Anticipated Contract Start Date: 9/24/24

9.0 DURATION OF AGREEMENT

The proposed contract period for services will be approximately six to 12 months, with frequency of payments made as agreed upon in the terms of the contract. Invoices must be submitted for services rendered. All material produced, data collected, and reports generated by the company on behalf of the Town of Windsor are public records and become property of the town.

The Agreement timeline is subject to the receipt of CT DPH Preventive Strategies in CT Communities grant funding.

Any questions pertaining to this request for proposals may be addressed to directly to Dr. Pepe via email or phone.

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