

Date: November 27, 2017

## Request for Proposal – Collective Impact Consulting

**Submission deadline: December 8, 2017, 5:00 pm**

San Juan Basin Public Health (SJBPH) is requesting proposals from qualified consultants to train Executive Staff of the organization and community partners on Collective Impact concepts and help craft collective impact action plan for suicide prevention in Archuleta and La Plata counties.

Consultant will:

- Obtain a detailed understanding of the current state of collective impact in the region, with an emphasis on suicide prevention efforts.
- Develop a 10 month training plan (ending 10/30/18) for SJBPH Executive Staff and community partners including but not limited to quarterly training sessions and check-ins.
- Development of suicide prevention action plan.
- Development of evaluation methodology for process.

### Organization description:

SJBPH is a Colorado organized district health department (C.R.S. § 25-1-502) that has served the residents of La Plata and Archuleta counties since 1948. It is governed by a local Board of Health whose seven members are appointed by the County Commissioners of the two counties.

SJBPH's mission is to protect human and environmental health and inspire well-being in our community through education, collaboration, advocacy and direct provision of services. SJBPH provides to La Plata and Archuleta counties the following Core Public Health Services; Assessment, Planning and Communication, Vital Records and Statistics, Communicable Disease Prevention, Investigation, and Control, Prevention and Population Health Promotion, Emergency Preparedness and Response, Environmental Health and Administration and Governance. The agency has a long history of successfully administering federal, state, local and private grants.

Our annual operating budget is approximately \$4.8 million per year, and we employ 70 people in two locations.

For more information, please visit our website at [www.sjbpublichealth.org](http://www.sjbpublichealth.org).

## Proposed scope of work:

Developing collective impact model expertise in SJBPH staff and external stakeholders will enable us to continue community-building suicide prevention efforts in upcoming years. We aspire to create a foundation of shared language and concepts that will streamline processes with external stakeholders and collaborators and planning to improve community health will be more efficient when we use a shared framework.

- Ongoing, high level training for SJBPH staff and community partners on Collective Impact with an emphasis on skill building in the five tenets of Collective Impact:
  - Common Agenda
  - Shared Measurement Systems
  - Mutually Reinforcing Activities
  - Continuous Communication
  - Backbone Support Organizations
- Ongoing, high level training for SJBPH staff on how to serve as the backbone organization for collective impact
- Action Plan template and draft action plan for current suicide prevention work.
  - Plan should integrate 10 Pillars of a Suicide Safer Community framework.
- On site facilitation training and demonstrations with current Steering Committees and Work Groups
- Quarterly (at minimum) check-in with SJBPH staff and partners
- Development of evaluation methodology to include SJBPH staff and partners

## Preferred Qualifications

The following qualifications are preferred:

- The consultant should possess a detailed knowledge of collective impact processes and implementations.

## Submission requirements:

In order to simplify the evaluation process and obtain maximum comparability, SJBPH requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed and your ability to perform the work.

B. Qualifications

Identify the specific requirements and preferred qualifications that are possessed. Provide examples specifying relevant experience to the type of services requested.

C. System Concept and Solution

Describe how you will approach the proposed services, areas that will receive primary emphasis and the type of assistance that will be required from SJBPH's staff. Finally, discuss the communication process used to discuss issues with management and the Board.

D. Fees

All-inclusive prices for service. Please breakdown expenses by category (i.e. action plan, trainings, etc)

E. References

Include a list (at least three) of recent, relevant work references and provide names and telephone numbers of any references whom we may contact.

F. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Responses should be submitted electronically as a pdf document to:

Flannery O'Neil, SJBPH Deputy Director of Operations

[foneil@sjbpublichealth.org](mailto:foneil@sjbpublichealth.org)

## Evaluation of Proposals:

While price is an important factor, SJBPH will evaluate proposals on price and the following criteria:

- Prior experience with similar organizations
- Understanding of work to be performed
- References
- Completeness and timeliness of the proposal

SJBPH reserves the right to waive irregularities and to reject any or all bids. SJBPH also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

SJBPH may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through Flannery O'Neil (see email above).