



Serving Jefferson County Since 1917

Hazel L. Collins

Purchasing Agent

JEFFERSON COUNTY DEPARTMENT OF HEALTH

1400 6th Avenue South, Birmingham, AL 35233

(205) 930-1961/Fax (205) 930-1060

October 17, 2023

RFP #24-10-01

REQUEST FOR PROPOSAL

Sealed proposals for **Healthcare Ecosystem Landscape Scan and Analysis (Jefferson County, AL)**, will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 2:00 p.m., Friday, November 3, 2023, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail. **Proposers are strongly encouraged to read the entire solicitation.**

All proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – RFP# 24-10-01, Healthcare Ecosystem Landscape Scan and Analysis (Jefferson County, AL)"** with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security, W-9 Form, and Beason-Hammon Alabama Taxpayer and Citizen Protection Act Supplemental Form and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to him as a seller or contractor.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all proposals, or parts of proposals and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the Jefferson County Department of Health appears.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and the State of Alabama. If you are required by any regulatory agency to maintain a professional license or certification to provide any product and/or service solicited under this Request for Proposal (RFP), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the good or service to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the RFP.

QUESTION/INQUIRY

Telephone inquiries with questions regarding clarification of all specifications of the RFP will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Hazel Collins at hazel.collins@jcdh.org and Glenda Smith at glenda.smith@jcdh.org. Please reference the RFP number and Question/Inquiry in the e-mail subject.

LETTER OF NOTIFICATION

All bidders of this RFP are requested to reply via email to notification of Intent indicating that they intend to submit a proposal. Only those bidders submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this RFP. The email of Notification of Intent can be emailed to hazel.collins@jcdh.org and glenda.smith@jcdh.org. Please reference the RFP number and Notification of Intent in the e-mail subject.

PROJECTED SCHEDULE OF EVENTS

Jefferson County Department of Health reserves the right to adjust the following schedule of events where needed to benefit the County

Announcement of RFP	October 17, 2023
Deadline for Bidder's Questions	October 24, 2023 at 4:00 pm CST
Deadline for Notification of Intent	October 24, 2023 at 4:00 pm CST
Deadline for Bidder's Answers	October 26, 2023 at 4:00 pm CST
RFP due Date & Public Opening	November 3, 2023 at 2:00 am CST

Hazel L. Collins
Hazel L. Collins, CPP, CPPM
Purchasing Agent

HC/gs

AM: 10-21-23

Enclosures

REQUEST FOR PROPOSAL

STATEMENT OF PURPOSE

The Jefferson County Department of Health is currently soliciting sealed RFPs for Healthcare Ecosystem Landscape Scan and Analysis. Proposers eligible to submit an RFP must not be on the U.S. General Services Administration lists of Parties Excluded from Federal Procurement or Non-Procurement Programs. RFPs will be submitted for furnishing all labor and materials, software licenses, services, and integration, and performing all work. The successful bidder will be notified of RFP award via the Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

No Proposal will be considered unless the Proposer, whether resident or non-resident of Alabama, is qualified to submit a proposal. The Jefferson County Department of Health reserves the right to reject any and all Proposals and to waive any formalities in the solicitation process, and to be the final authority in any conflict.

BACKGROUND

The Jefferson County Department of Health (JCDH) seeks a consultant to provide a landscape scan and analysis of the current state of the outpatient, non-hospital-based, healthcare ecosystem of Jefferson County, Alabama. The Department recently completed a new strategic plan and subsequently needs to holistically understand the health needs of the community to determine appropriate changes to JCDH's role in healthcare services. We strive to continuously be conscientious stewards of taxpayer funds and to avoid providing duplicative services or services that are better provided by other healthcare providers.

The Department is interested in learning how Jefferson County's outpatient healthcare ecosystem can improve access to and effectiveness of prevention and healthcare initiatives to achieve health equity in the county going forward. Furthermore, we seek to assess JCDH's contributions to the healthcare system and identify gaps in prevention and care for people in Jefferson County. The assessment should collate readily available and, if necessary, new information to identify and detail the existing assets of the Jefferson County outpatient, non-hospital-based, healthcare ecosystem, overarching resident needs, current gaps/barriers in access to care and services that contribute to poor health outcomes in underserved communities, and work currently being done to improve local health outcomes. These elements are important to understand as they impact the overall health of the residents, and community health is more expansive than simply seeking healthcare in the traditional sense.

ABOUT JCDH

Based in Birmingham, AL, JCDH is an independent, semi-autonomous local health department in the most populous county in Alabama serving approximately 665,000 residents. JCDH's mission is to prevent disease and assure access to quality healthcare, *promote* a healthy lifestyle and a healthy environment, and *protect* against public health threats. We envision a healthier Jefferson County for all. The strategic plan of the Jefferson County Department of Health is developed with intentional focus on health equity. To us, health equity means that everyone has the opportunities needed to attain their highest level of health. We seek to examine existing programs and healthcare services

within Jefferson County to assure these are accessible and sensitive to the needs of Jefferson County's populations experiencing barriers to attaining optimal health. In our ideal future, people and communities are thriving and have the power to realize their vision of health and well-being. Additionally, all sectors work together for the benefit of everyone, especially those from less resourced communities. We seek to reimagine systems of care and help build local healthcare ecosystems where communities are safe, engaged, served and healthy.

ABOUT THE HEALTHCARE SERVICES PROVIDED BY JCDH

JCDH provides the following healthcare services:

Healthcare Services
Sexual Health (STI and hepatitis C prevention, diagnosis and treatment; HIV pre-exposure and post-exposure prophylaxis)
Pediatrics
Family Planning (Title X grant recipient; contraception offered)
Dental (mostly pediatrics)
Naloxone Treatment
Child and Adult Immunizations (Vaccines For Children [VFC] program participant)
Tuberculosis prevention, diagnosis, and treatment
Women, Infants and Children (WIC) supplemental nutrition program provider
International Travel (consultation, vaccines & medicines)
Rabies post-exposure prophylaxis
Healthcare Services Provided within JCDH Facilities by Partner Organizations

To assure access to quality healthcare, JCDH offers reduced fees for services through various grants and special programs for individuals who qualify. Providing services at reduced fees enhances the health of the individual and reduces the burden of disease for both the individual and the community.

BIDDER CONTACTS

Successful firm will be the only contract. Proposals will not be accepted from vendors that sub-contract their work.

AWARD

Jefferson County Department of Health (JCDH) will develop an evaluation team to evaluate this RFP by a scoring methodology. The evaluation criteria listed in the proposal shall include; but not limited to, the scope of work defined in the RFP. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of Jefferson County Department of Health (JCDH).

TERMINATION

The bid may be terminated by JCDH with a thirty (30) day written notice of cancellation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include all related fees. Invoice(s) must be itemized and billed after delivery/completion.

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries as specified and JCDH will pay no additional fees.

TAX

Jefferson County Department of Health is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

PRE-PAY

No pre-payments will be made prior.

ADDITIONS TO CONTRACT

The County has attempted to list all components related to RFP for “**Healthcare Ecosystem Landscape Scan and Analysis (Jefferson County, AL)**” solution that will be required during the term of the contract. However, JCDH reserves the right to purchase additional services as needed from the successful bidder as it relates to this scope of work for this said project.

PROPOSAL EVALUATION CRITERIA

The scoring methodology will consist of factors weighted in accordance with its importance to JCDH. However, the following factors will include but not limited to these items when making a final recommendation.

Criteria	Description	Maximum Score
Functional*	This criterion considers the ability of the proposed solution to meet JCDH’s service request as specified. Overall meets requirements/qualifications.	35
Approach*	This criterion considers the Proposer’s understanding of the scope of work and the quality and clarity of the Proposer’s written methodology and description of the proposed approach to accomplish the work. Description of the project team, including roles and responsibilities.	25
Experience*	This criterion considers the Proposer’s experience in providing the services solicited by this RFP as set forth in the Proposer’s response and as learned from references.	20
Cost*	This criterion considers the price of the solution solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other proposers that meets all requirements and specifications requirements as listed.	20
TOTAL	Maximum score	100

INTERPRETATIONS

No modification, deviation, substitution, or other such changes will be made without Owner’s prior written approval. The Jefferson County Department of Health reserves the right to reject any or all proposals submitted and to make the award in the best interest of the Health Department.

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as evidence of adequate professional and public liability insurance insuring vendor, the Board and Board's agents, servants, and employees as additional insured.

RFP proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected, and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer but is solely for the purpose of indicating the type, size and quality, material, service, or equipment considered best adapted to the JCDH's intended use.

Bidder will furnish a minimum of three (3) references. References will be accepted only from companies that provide similar type of scope of work as requested herein.

No bidder shall be allowed to offer more than one proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

INCURRING COSTS

The Jefferson County Department of Health will not be liable for any costs incurred in preparing bid responses.

TABLE OF CONTENTS

A table of contents should be provided and allow for easy access to all proposal components.

NUMBER OF PROPOSALS

One (1) signed original AND two (2) copies submitted with proposal package. Proposals shall be prepared in accordance with the Proposal Format in the "How to Apply" section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

PROPOSALS

Proposals should be structured in such a way to address the ability to answer all objectives of the **Healthcare Ecosystem Landscape Scan and Analysis (Jefferson County, AL)**.

APPLICABLE LAW

A contract entered into as a result of this proposal shall be governed and interpreted under the laws of the State of Alabama. The contract shall be on a standard JCDH form as modified for this particular transaction. As JCDH is a public agency, its standard contract contains provisions required by Alabama law and regulations. Those provisions include, but are not limited to, the following topics.

Alabama Law (Section 41-4-142, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS PROPOSAL, THE FIRM IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ALABAMA LAW, THEY ARE NOT BARRED FROM SUBMITTING PROPOSALS OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.**

Alabama Law (Section 31-13-9(k), Code of Alabama 1975) provides the following language must be included in every public contract bid in Alabama: “By signing the Agreement and this Addendum, the Board and the Contractor affirm, for the duration of this Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, any Contracting Party found to be in violation of this provision shall be deemed in breach of this Agreement and shall be responsible for all damages resulting therefrom.” In addition, any Contractor that employs one or more employees in the State of Alabama must provide evidence of their participation in the federal E-Verify program.

Acceptance of standard JCDH contract terms and execution of the contract are essential elements of the award. Failure to enter into the contract will result in forfeiture of the award. A copy of the form “Addendum to Bid/Agreement” may be obtained upon request from the Purchasing Agent.

GUARANTEE

Bidder certifies by bidding that he is fully aware of the conditions of service and purpose for which item(s) included in this RFP are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

SCOPE OF WORK

We expect the consultant to provide a landscape scan and analysis of the outpatient, non-hospital-based, healthcare ecosystem of Jefferson County, AL. This confidential report shall be used for internal purposes by JCDH staff to inform current and future provision of healthcare services. This specific scope of the work is summarized below, but is not limited to:

- a) Review and analysis of quantitative and qualitative data available in various forms through various sources. It will include existing healthcare programs, relevant legislation, and funding sources (i.e., commercial payers, Medicaid, Medicare, self-pay), with particular emphasis on safety-net, outpatient, non-hospital-based, healthcare services.
- b) Interviews and focus group discussions with internal (JCDH) and external stakeholders to understand their perceptions in context to safety-net healthcare and how it can be leveraged to promote primary healthcare in the County.
- c) Review internal (JCDH) data (e.g., staffing allocations, # of clinic appointments).
- d) Mappings of stakeholders, including the demographic served by each, and alignment of their interventions in context to filling unmet need.
- e) A consolidated and comprehensive documentation of available services.
- f) First draft of the landscape document will be presented to the JCDH Executive Management Team for review and feedback by **02/23/2024**.
- g) Feedback from JCDH's Executive Management Team will be incorporated into a revised document presented to the Executive Management Team for final review and feedback.
- h) The final draft of the report will be shared with the JCDH Executive Management Team after full integration of all feedback by **03/08/2024**.

ACTIVITY AND TIMELINE

The study duration will be 90 days from the date of signing of the contract. The proposal submitted by the contracted agency must encompass all activities identified within the Scope of Work and be completed within the established timeline.

REQUIREMENTS/QUALIFICATIONS

The following factors will include, but not be limited to, these items when making a final decision:

- a) Proposer is knowledgeable about community health and understands that overall community health correlates with a multitude of factors that impact overall well-being and positive health outcomes, including social determinants of health and social determinants of equity.
- b) Proposer understands the demographic composition and historical/cultural context in Jefferson County;
- c) Proposer has knowledge of the healthcare organizations in Jefferson County;
- d) Proposer has public health experience and understands how public health data drives planning and investments in communities;
- e) Proposer has experience in conducting systematic literature reviews and stakeholder consultations on public health related issues;
- f) Proposer can undertake field visits for data collection and stakeholder consultations;
- g) Proposer has excellent writing skills, with the ability to produce written documents to a very high standard;

REQUIREMENTS/QUALIFICATIONS

- h) Proposer can synthesize technical information into practical and accessible information and recommendations;
- i) Proposer has strong conceptualization and analytical skills in collecting and interpreting qualitative and quantitative data;
- j) Proposer has strong verbal communication skills.
- k) Proposer can collect data from Jefferson County residents in the primary languages used by the community and capacity to effectively engage residents with various disabilities.

DELIVERABLES

The key deliverable for this contract will be a detailed scan and analysis of the Jefferson County outpatient healthcare ecosystem to include:

- a) Submission of inception report, including landscape scan and analysis approach and methodology.
- b) An overview of key community health indicators.
- c) Strengths and Assets
 - a. Identification of key players in the Jefferson County outpatient healthcare ecosystem (i.e., federally-qualified health centers, community health clinics, health care providers).
 - b. Current services, programs, and interventions in the County being conducted to improve health.
- d) Gaps
 - a. Identification of Gaps in access to care and services that contribute to disparities within the social determinants of health and poor health outcomes.
 - b. System map(s) that diagram the clinical services provided by JCDH and system partners, including details on the population each organization serves and current service gaps.
- e) Needs
 - a. Identification of specific problems and unmet needs in the County.
- f) Opportunities
 - a. Identify specific resources in the County that can be leveraged to address unmet needs and improve overall health and well-being.
- g) Threats
 - a. Identify potential threats to the Jefferson County Department of Health that will need to be considered.
- h) Data collection and analysis.
- i) First draft report presented for review and comments.
- j) Second draft report presented for review and comments.
- k) Feedback incorporated from first and second drafts, and third revised draft submitted for final review and approval by JCDH's Executive Management Team.

NOTE: All work product, materials, and written productions (collectively "Productions") created pursuant to the Proposal are and shall be the sole property of the Jefferson County Department of Health (JCDH), confidential, and Proposer shall not use such Productions at any time or for any other purpose not expressly authorized in writing by JCDH.

HOW TO APPLY

Your proposal must not exceed twelve (12) pages (including appendices) and address the following:

- a) A summary of relevant experience and qualifications.
- b) Your understanding of outpatient healthcare services and the connection with social determinants of health and social determinants of equity.
- c) Your approach to achieving the requirements within the scope of work.
- d) The ways in which you would approach the landscape scan applying a health equity lens.

Please include the following as appendices to your narrative:

- a) Budget: Provide a detailed estimated budget, inclusive of all fees.
- b) Work sample: Please provide one to two work samples that reflect your relevant experience.
- c) References: Provide three references who can provide insights into your relevant previous experience and work. Please list the company's name, address, contact name and number. The reference sheet is listed on page **12**.

**BID FORM FOR RFP #24-10-01
DUE: Friday, November 3, 2023
TIME: 2:00 p.m.**

**Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Service Annex
401 14th Street South
Birmingham, AL 35233**

**Submitted below is my firm bid for as specified in accordance with your RFP #24-10-01.
ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL**

SECTION I: PRICING CATEGORY

DESCRIPTION	TOTAL PRICE
Healthcare Ecosystem Landscape Scan and Analysis (Jefferson County, AL) Solution to include total price as specified	

**THE FOLLOWING ARE REQUIRED WITH THE BID FORM SUBMISSION:
Provide a detailed estimated budget, inclusive of all fees to equal the total price listed above.**

Name of Company _____

REFERENCES

Bidder will list a minimum of three (3) references. References will be accepted only from companies that provide a similar type of scope of work as requested herein.

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

Name of Company _____

Please enclose your business card with your bid.

Bidder acknowledges receipt of _____ addenda. This page must be returned with bid.
(addenda numbers)

Date of Bid

Name (print legibly or type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box (Zip if different from street address)

E-mail Address

Telephone Number

Fax Number

Terms of Payment

Delivery Date

Alabama Law (Section 41-4-142, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ALABAMA LAW, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-142, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.