



**ADDENDUM #2
Public Health
BCPH 2022 Community Health Assessment Lead
RFP # 7290-21**

January 19, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7290-21 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Are there important milestones that need to be incorporated into the project timeline between April and September 2022?

ANSWER: Yes, see scope of work (pg. 7) for milestones and deliverables. Some flexibility is allowable, based on discussion with the BCPH team.

2. Question: Is this the first step in the process to obtain Public Health Accreditation Board (PHAB) status?

ANSWER: No.

3. Question: Is there a desire to have a Steering Committee? If so, is an existing representative body able to fill this role or would that group need to be formed?

ANSWER: Yes, we have used a steering committee to guide this activity in the past, and our current PHIP has a steering committee. We plan to work with our current group and possibly including some additional members for the 2022 CHA. BCPH staff will advise and guide the contractor on this part of the work, and the contractor will work directly with this group. The contractor will report to BCPH staff, not the steering committee.

4. Question: What is the expected budget for this engagement?

ANSWER: Competitive proposals are welcome.

5. Question: Are participation incentives allowed in the form of a grocery store certificate for community engagement activities such as surveys and focus groups?

ANSWER: Yes, this is possible if there is a decision to do such data collection.

6. Question: Is community input (resident surveys and focus groups) expected to be collected in languages other than English and Spanish?

ANSWER: No.

7. Question: Is there a page maximum for the proposal?

ANSWER: No more than 10 pages, not including attachments or samples please.

8. Question: Can work samples be included? If so, how many?

ANSWER: Yes, up to 3 samples may be included that are most relevant to this activity.

9. Question: The 2018 Boulder County health assessment data sheets contains approximately 50 indicators. Does BCPH intend for this assessment to include the same indicators as part of a trend analysis?

ANSWER: Yes, and it may also include others. We will use these indicators to build the community profile. We will not collect primary quantitative data for this purpose.

10. Does BCPH intend for the awarded contractor to collect and analyze additional indicators?

ANSWER: Our plan is to analyze existing local datasets and use existing CO health indicators available from CDPHE to create the community health profile. This CHA will also gather supplementary qualitative input which may need to be interpreted or coded.

11. Question: To what extent does BCPH expect the awarded contractor to include COVID-19 data in the analysis? Specifically, COVID-19 vaccination rates, infection rates etc.

ANSWER: To some extent. This data has been produced by the surveillance team and is available for use by the CHA. The contractor will work together with the surveillance team to determine most relevant COVID-19 epi and secondary impact data to use.

12. Question: Does BCPH have an active data sharing agreement with CDPHE that will be used for this assessment?

ANSWER: No.

13. Question: Has BCPH conducted a community survey for this CHA or is the awarded contractor expected to develop and field a community survey?

ANSWER: Boulder County conducted a community survey in 2021 that will inform this CHA. The contractor will be expected to oversee qualitative input gathering to supplement results from the community survey.

14. Question: What is the estimated budget for this project?

ANSWER: Competitive proposals are welcome.

15. Question: Can you please confirm if your previous CHA was completed internally or with the assistance of an outside contractor?

ANSWER: Our 2017 CHA was a combination of internal and contracted work. The majority of work was completed by internal staff and partners, a contractor completed one smaller piece of the assessment.

16. Question: As we're preparing a cost estimate for this engagement, it would be helpful to know the following:
Have CHA stakeholders already been identified? If so, can their roles be shared?

ANSWER: We are in the process of identifying stakeholders and their roles and expect significant overlap with the existing Community Mental Health Initiative Advisory Group. Stakeholders we have tapped for past processes like this one include county and municipal government partners, non-profit partners, schools, and health care partners.

Is there a pre-determined number of desired CHA stakeholder meetings or is there flexibility for that to be recommended by a potential contractor?

ANSWER: This is flexible and will be based on plans and needs.

Is there a preference for in-person versus virtual meetings throughout the engagement?

ANSWER: In-person is preferred if all safety precautions can be taken. Otherwise, virtual meetings are acceptable.

Have key informants been identified? Will BCPH be coordinating the set-up/logistics around these meetings? Is there a predetermined number of meetings with the community stakeholders and Boulder County organizations?

ANSWER: During the first month of the contract, BCPH will work with the contractor to identify, organize, and coordinate these meetings and logistics.

Were equity criterion established in previous CHAs? If so, are the previous criterion expected to be used as a foundation for the 2022 CHA?

ANSWER: The CDPHE Health Equity framework was used as the equity framework to code qualitative data from the community in the 2017 CHA. This framework may be used again. However, the previous CHA did not use a formal set of equity criteria. A set of criteria is envisioned as a tool to help narrow down the focus of the 5-year PHIP based on data. We will also be using BCPH and Boulder County equity tools and frameworks to implement this process.

Is there a particular budget range you're looking to stay within?

ANSWER: Competitive proposals are welcome.

17. Question: What is the budget amount that has been allocated for this project?

ANSWER: Competitive proposals are welcome.

18. Question: What are the proposal page limits and/or other formatting requirements?

ANSWER: No more than 10 pages not including attachments or samples, please.

19. Question: Are samples of work to be included as part of the 3 references?

ANSWER: Yes, up to 3 samples may be included that are most relevant to this activity.

20. Question: The insurance requirements of the sample contract (section 44.g)

differ from the requirements included on page 9 of the RFP. Do the RFP insurance requirements supersede the sample contract insurance requirements?

ANSWER: Yes

21. Question: Is there an incumbent agency for this work? If so, who is it?

ANSWER: No.

22. Question: How, specifically, would you like to improve the 2022 assessment, compared to 2017?

ANSWER:

- **Adapt to current conditions (COVID-19 and other emergencies burden staff and community, community residents and partners experiencing “assessment fatigue”, declining mental and behavioral health indicators)**
- **Draw on existing community engagement data**
- **Condense time needed for assessment and planning into one year (2022)**
- **Gather focused community input that will effectively guide planning**

23. Question: Do you have a budget range for this engagement?

ANSWER: Competitive proposals are welcome.

24. Question: Can BCPH provide to the selected contractor a list of stakeholder organizations that may need to be engaged?

ANSWER: Yes, BCPH will provide a stakeholder contact list to the selected contractor.

25. Question: Can BCPH provide to the selected contractor the qualitative data from prior assessments?

ANSWER: Yes.

26. Question: Would BCPH help support the scheduling and marketing of any community or specific population input sessions?

ANSWER: Yes.

27. Question: Is Sam.gov registration required for this RFP?

ANSWER: Sam.gov registration will be required once awarded.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on January 26, 2022.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as RFP # 7290-21 in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

January 19, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7290-21, BCPH 2022 Community Health Assessment Lead.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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